# Computerized Accounts Payable System
Clipper
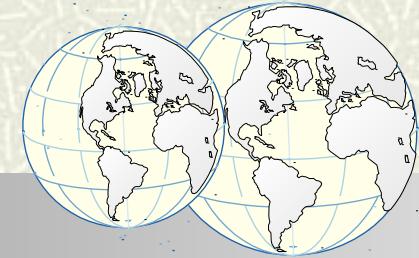
United States Army Financial Management Command

Task, Conditions, Standards

- Task: Enter Accounts Payable information into CAPS-C

- Conditions: Given a requirement to conduct Commercial Vendor Services in a contingency environment, the CAPS-C system, and contracts, modifications, receiving reports, and invoices.

- Standards: Correctly input and compute all documents into the CAPS-C system and prepare payments IAW FAR, DFARS, CFR, and DODFMR, vol.10.

Module 1

Basic System Introduction

and

System Navigation

CAPS Applications

- There are two versions of CAPS being used at the present time. They are CAPS-Clipper and CAPS-Windows.

- CAPS-Clipper is currently being used in contingency operating environments.

- CAPS-W is being used in DFAS sites.

CAPS-Clipper (CAPS-C)

CAPS-C is a Disk Operating System (DOS)-based automated entitlement application. It is the original CAPS and the objectives of CAPS-C are to:

- minimize manual input and calculation
- comply with the provisions of the PPA
- accurately determine the due dates for entitlements.
- reducing lost discounts and interest penalties
- process payments using Foreign Currency

Double Click CAPS Shortcut
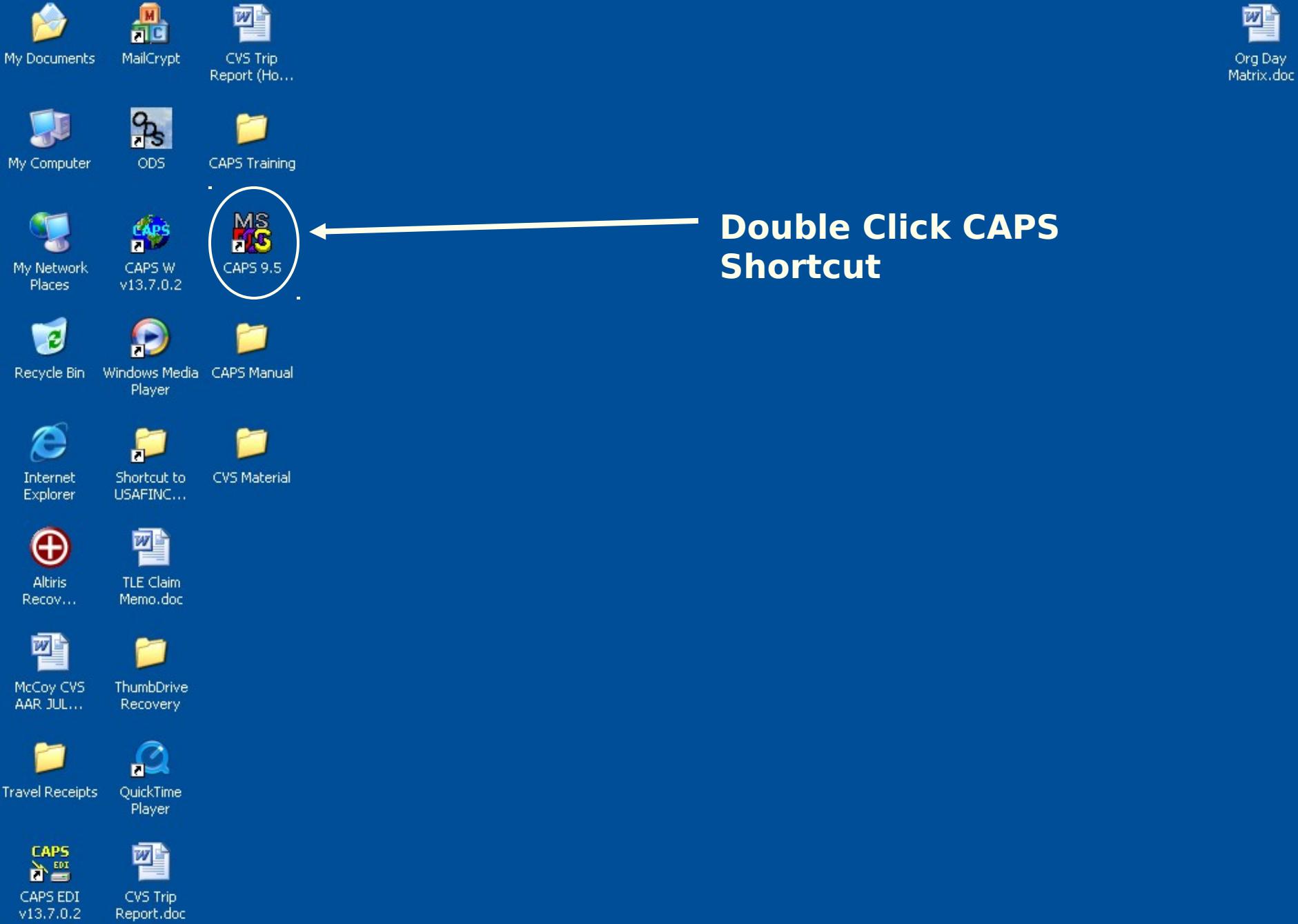
CAPS Main Menu Screen
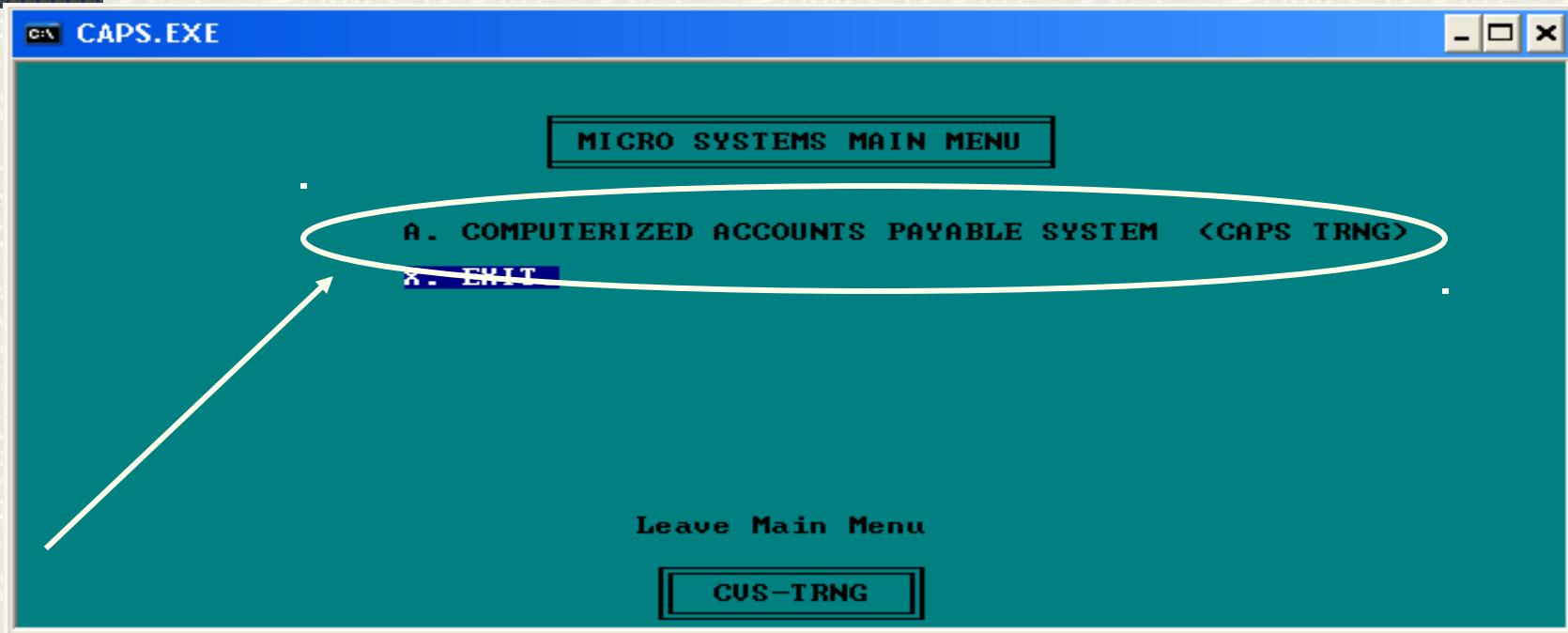
Use the keyboard for navigation instead of the mouse.
CAPS LOCK KEY MUST BE ON WHILE WORKING IN CAPS

Accessing CAPS-Clipper

CAPS.EXE

 You are accessing a U. S. Government (USG) Information System (IS) that is provided for USG – authorized use only.
By using this IS (which includes any device attached to this IS), you consent to the following conditions:
– The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
– At any time, the USG may inspect and seize data stored on this IS.
– Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for USG-authorized purpose.
– This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
– Not withstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

Ok   Exit

USER ID FIELD

User ID is 3 digits. Enter the User ID assigned by the instructor.

*****DO NOT PRESS ENTER AFTER INPUTTING THE USERID – It will advance for

PASSWORD FIELD

CAPS.exe

REMINDER: CAPS Lock key must be on

```
Enter User Password
_____

PRESS ENTER TO CONTINUE
```
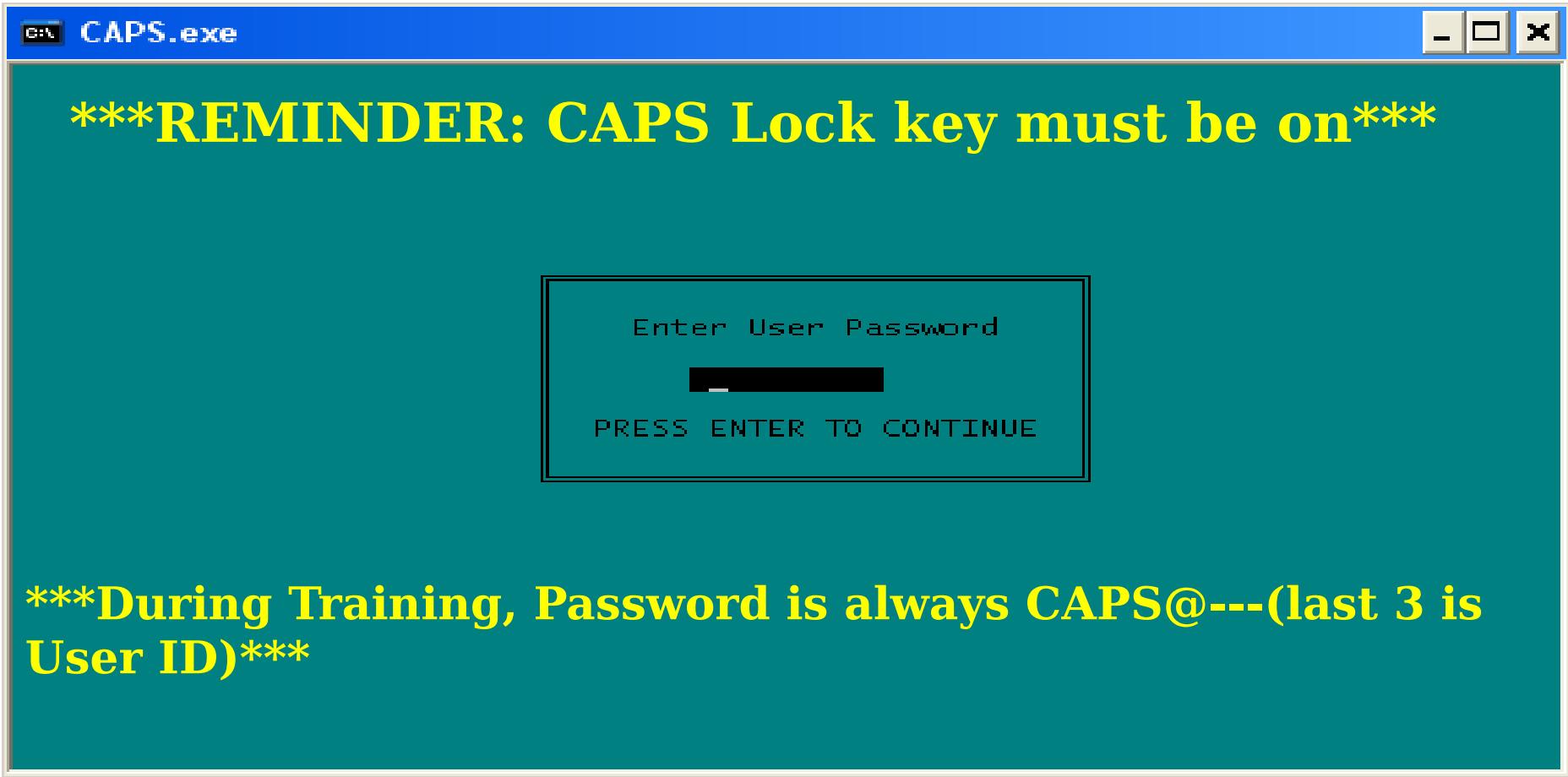
During Training, Password is always CAPS@---(last 3 is User ID)

-Password will not show when you type it. Cursor will advance to show input.

LOGGING OFF CAPS-C
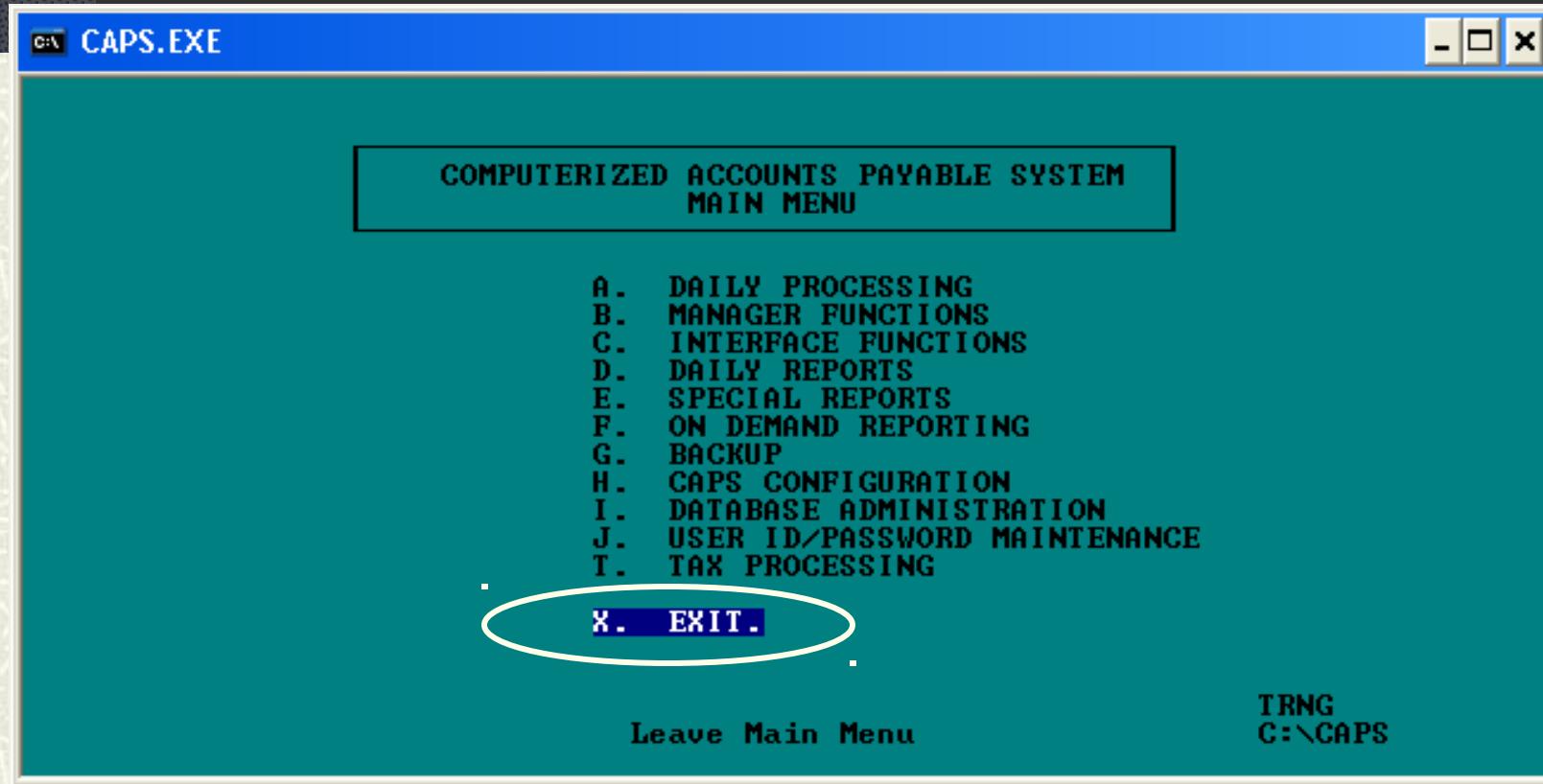
The only way to properly log off of CAPS is to press X for EXIT!!!!
Using CTRL+ALT+DEL or the "X" button on the top right corner will lock the system up and could crash a server database.

LOGGING OFF CAPS-C

Press "X" to EXIT the CAPS System
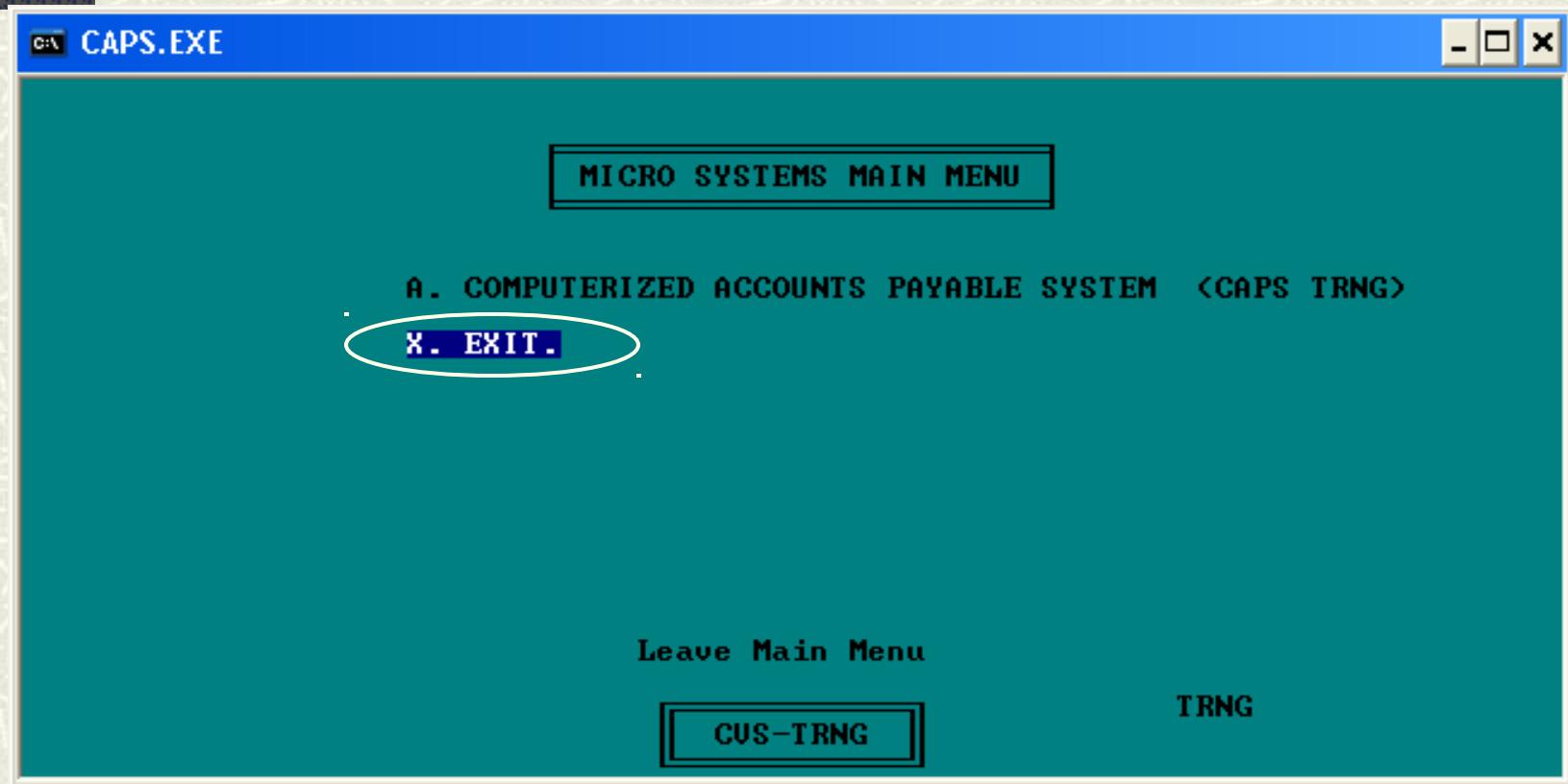
Introduction to System Lay-Out

Refer to your Keyboard Handout for navigating within

CAPS.EXE

```
        COMPUTERIZED ACCOUNTS PAYABLE SYSTEM
                     MAIN MENU


           A.   DAILY PROCESSING
           B.   MANAGER FUNCTIONS
           C.   INTERFACE FUNCTIONS
           D.   DAILY REPORTS
           E.   SPECIAL REPORTS
           F.   ON DEMAND REPORTING
           G.   BACKUP
           H.   CAPS CONFIGURATION
           I.   DATABASE ADMINISTRATION
           J.   USER ID/PASSWORD MAINTENANCE
           T.   TAX PROCESSING

           X.   EXIT.


                                          TRNG
           Leave Main Menu                C:\CAPS
```
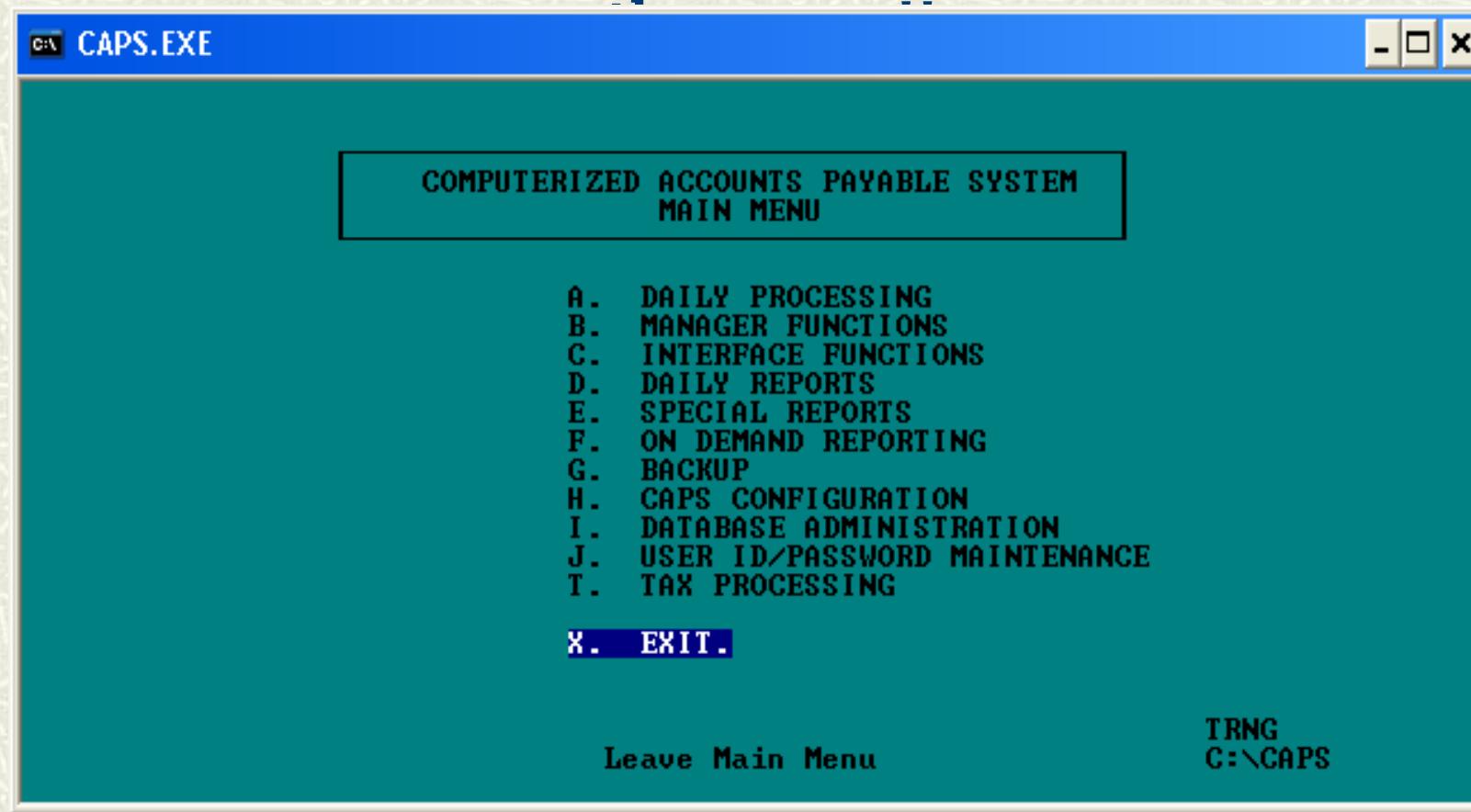
DAILY PROCESSING MENU

This is the most commonly used menu in CVS
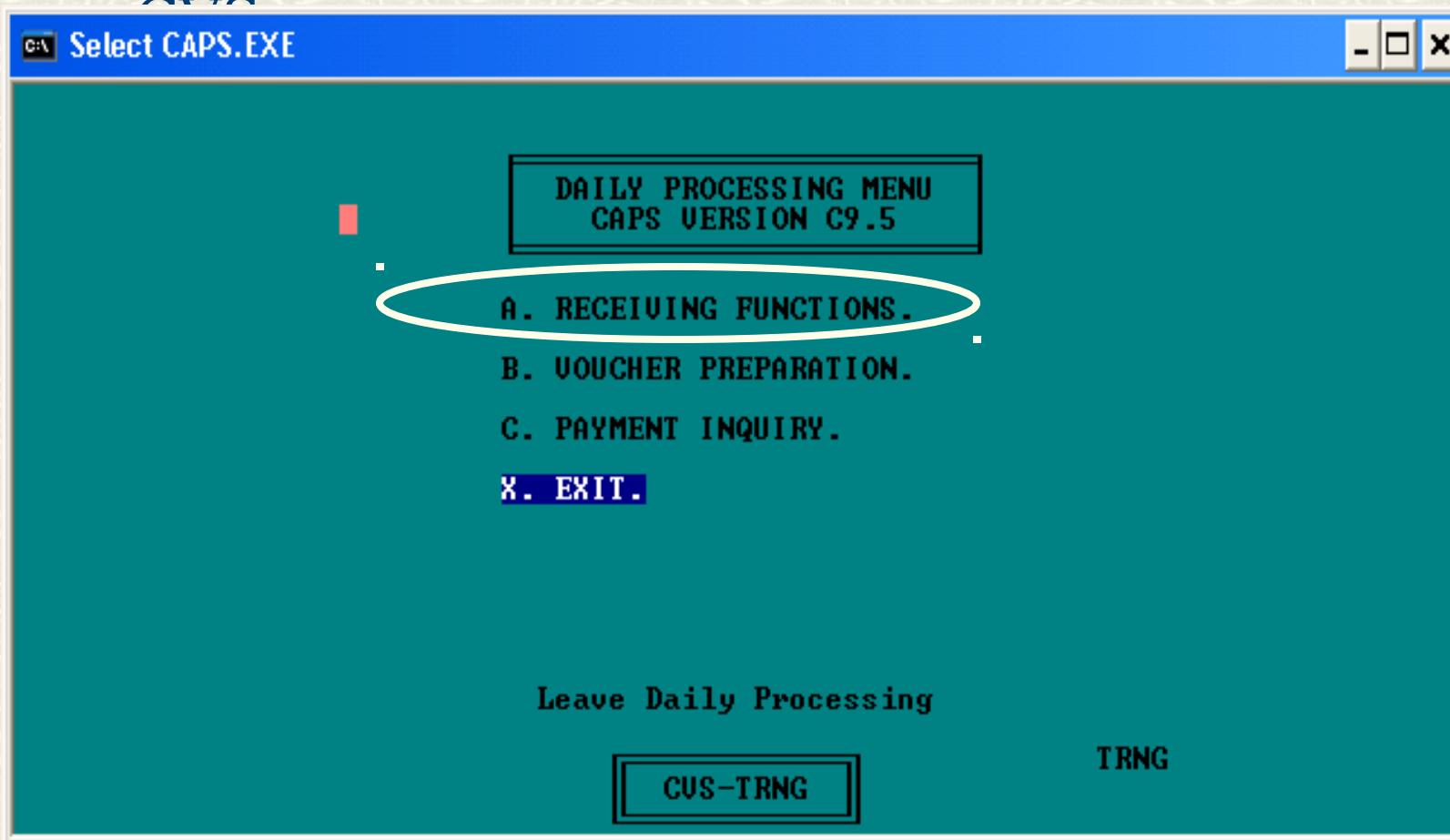
RECEIVING FUNCTIONS
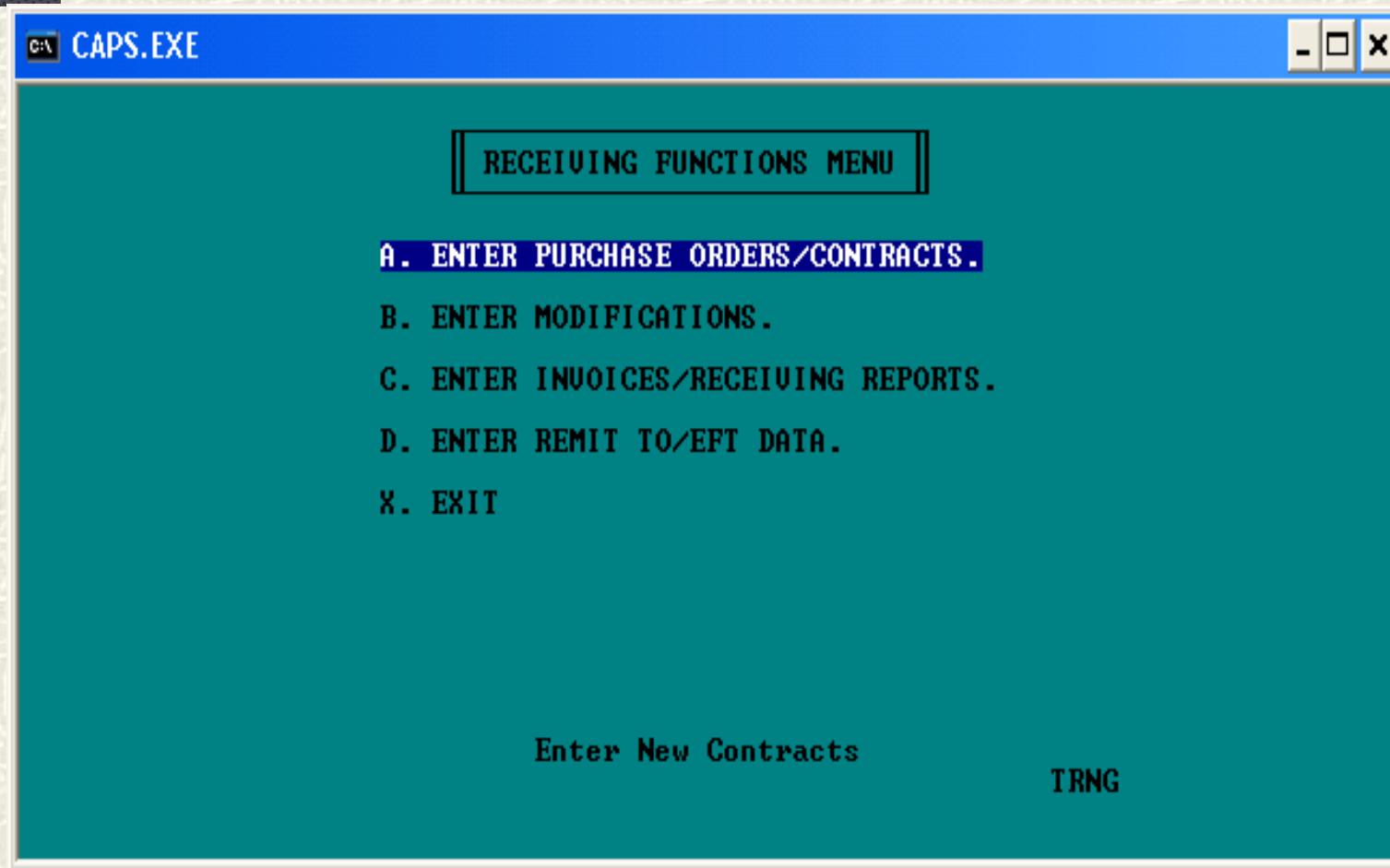
DAILY PROCESSING MENU
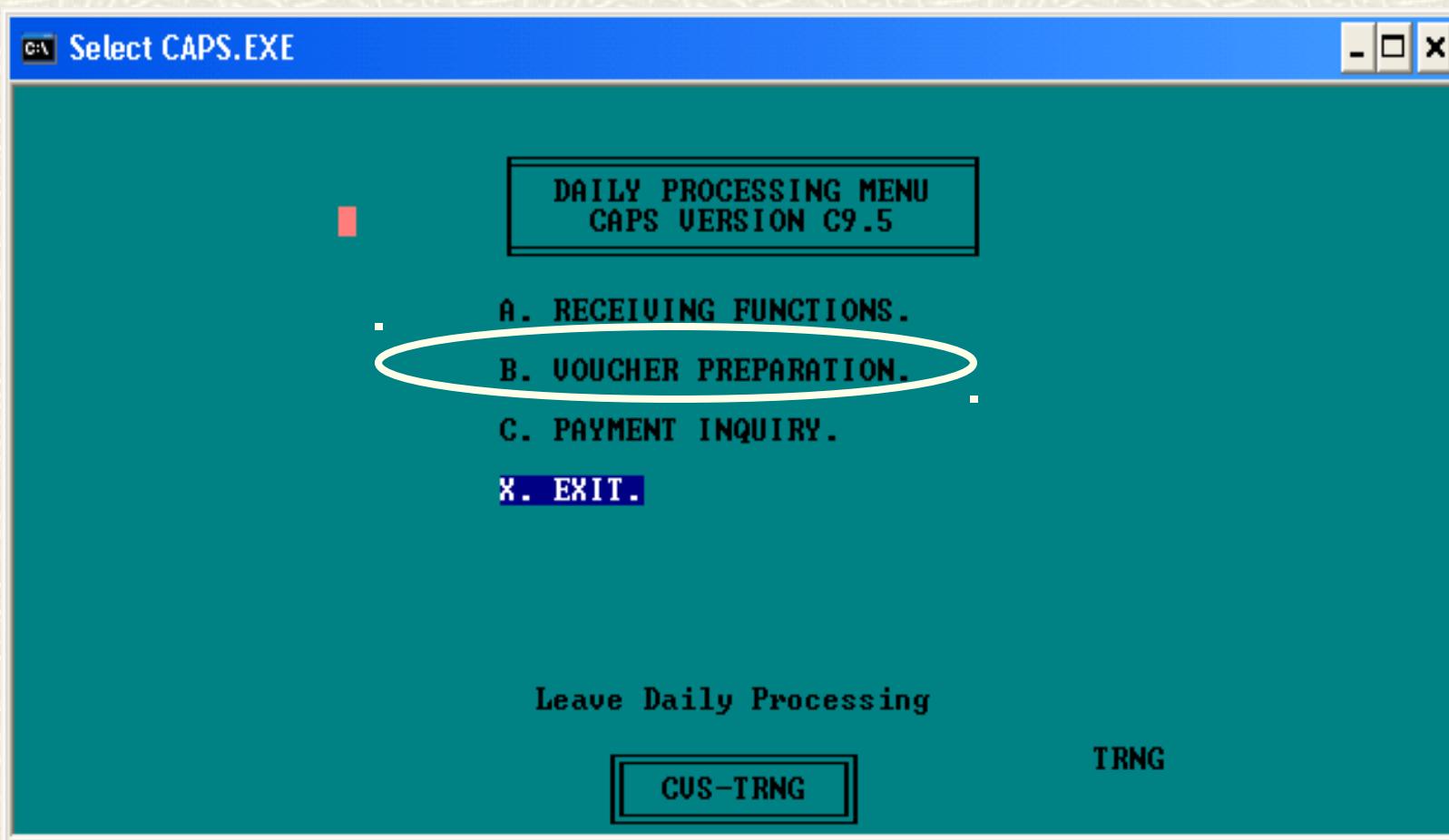
VOUCHER PREPARATION MENU ON DAILY PROCESSING MENU
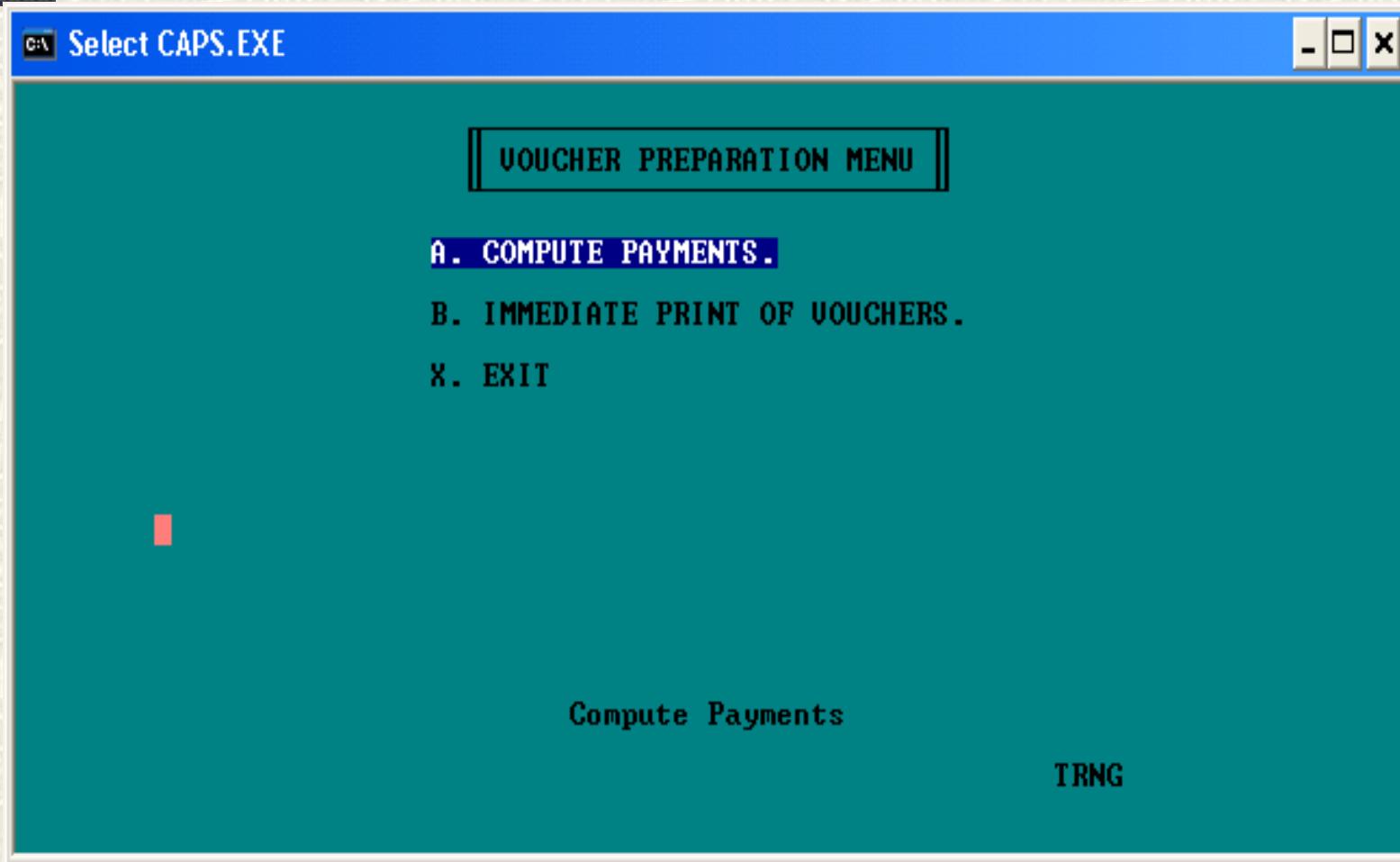
DAILY PROCESSING MENU
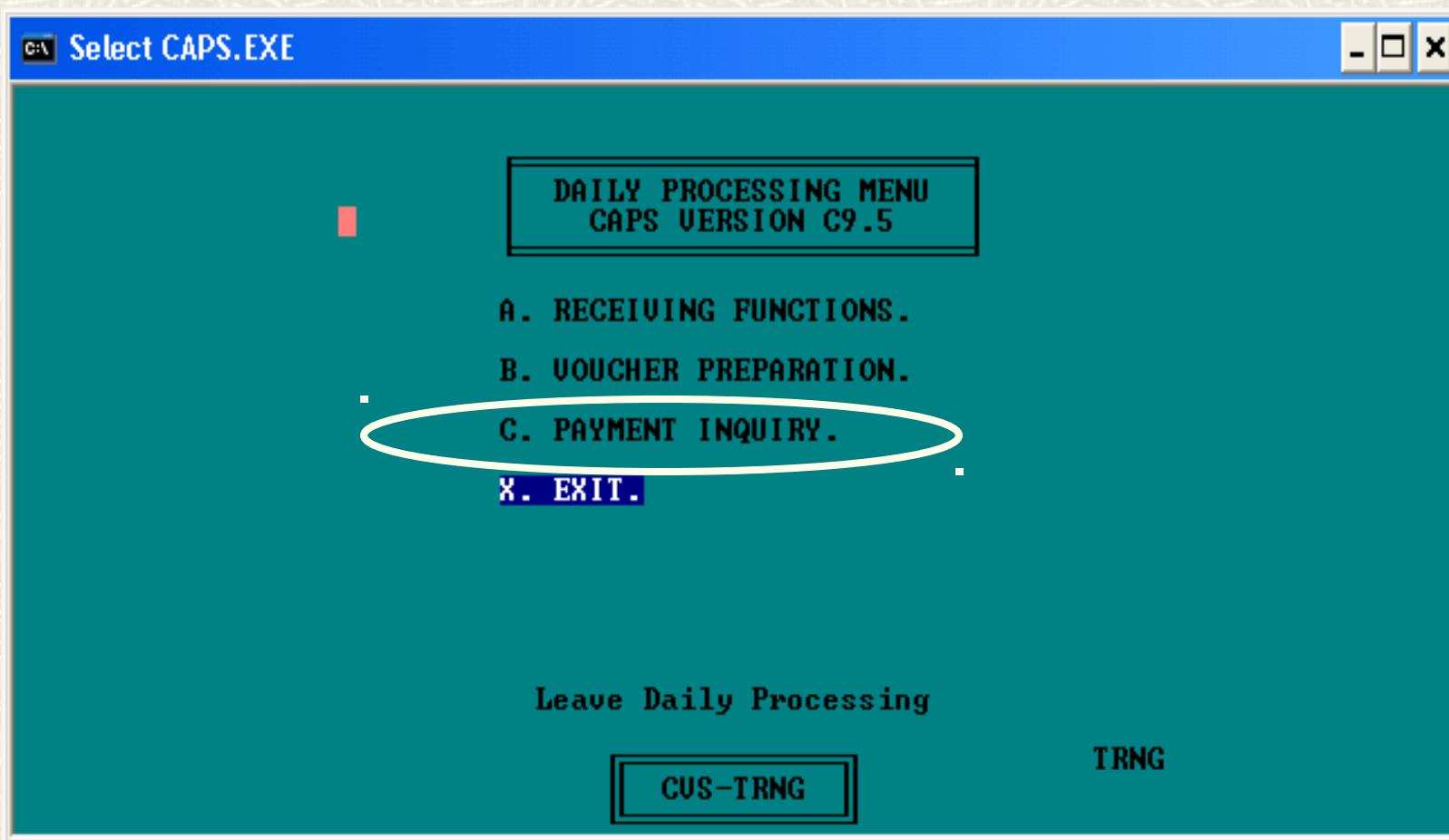
PAYMENT INQUIRY ON DAILY PROCESSING MENU
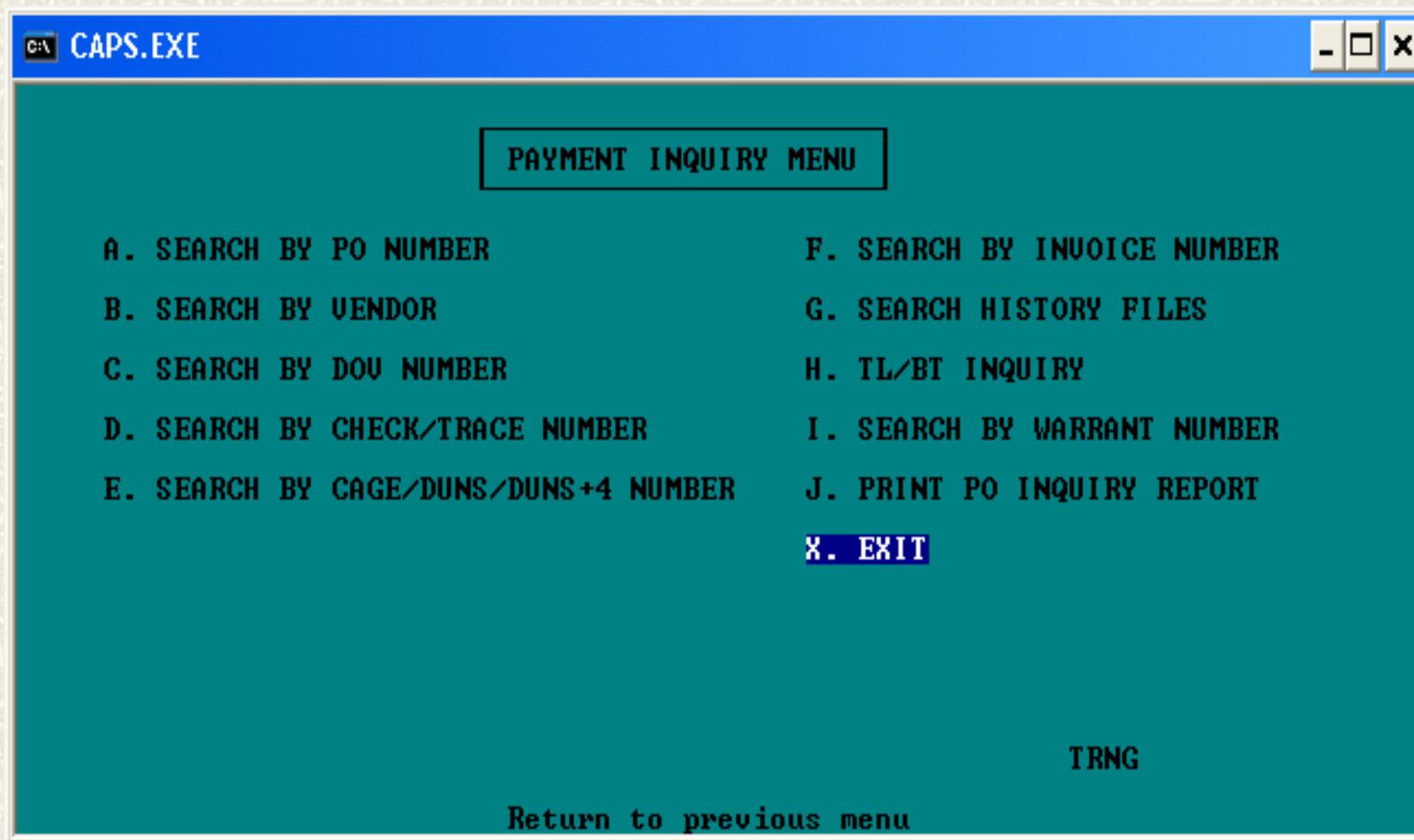
Module 2

Input
## Contracts and Modifications into CAPS-C

Introduction

- Input contract

- Input modification

- The input of documentation into the system is detailed and can be repetitious at times.

- Users must develop consistent reviews to ensure correct data has been inputted prior to advancing screens.

Input Contract – Step 1
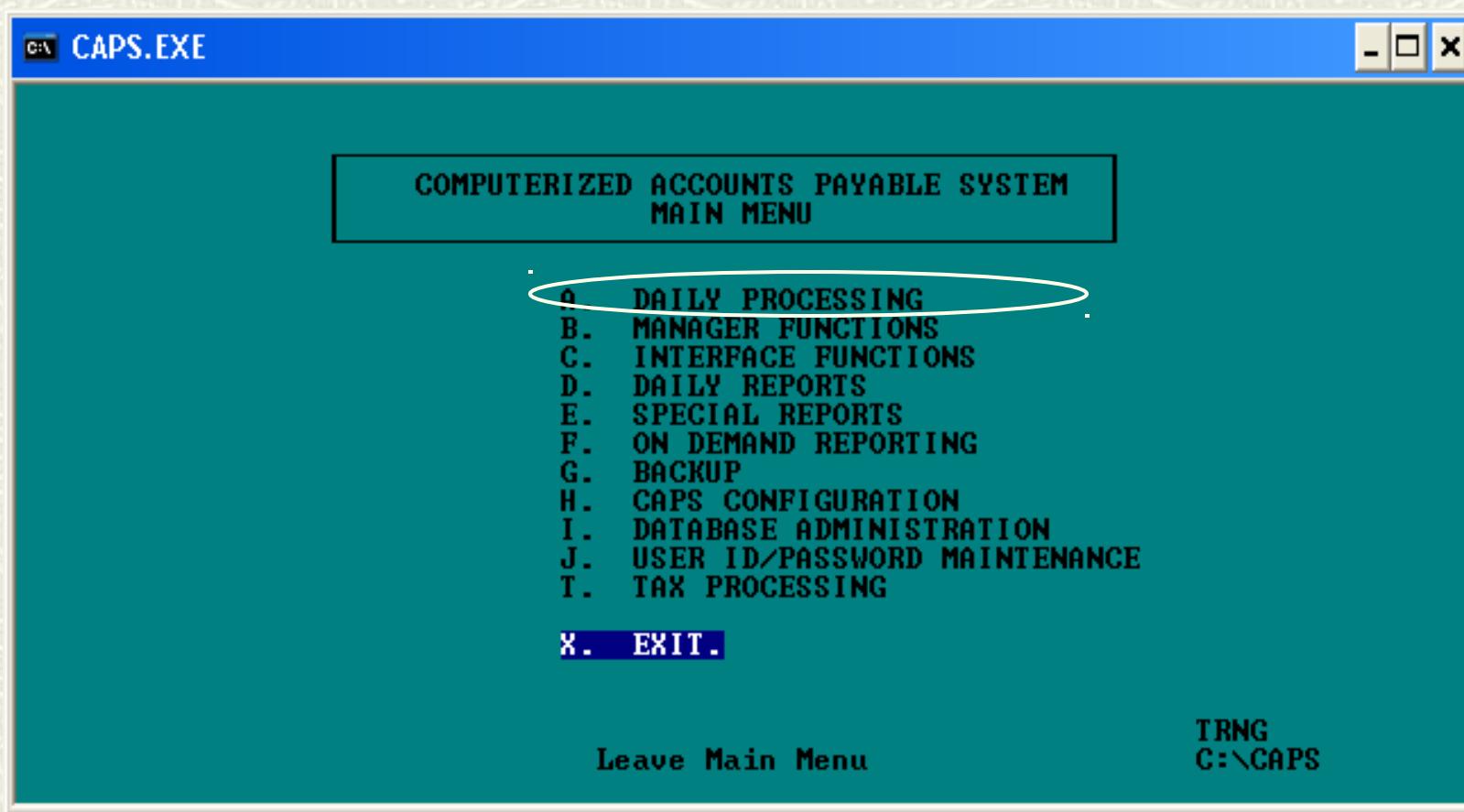
Input Contract – Step 2
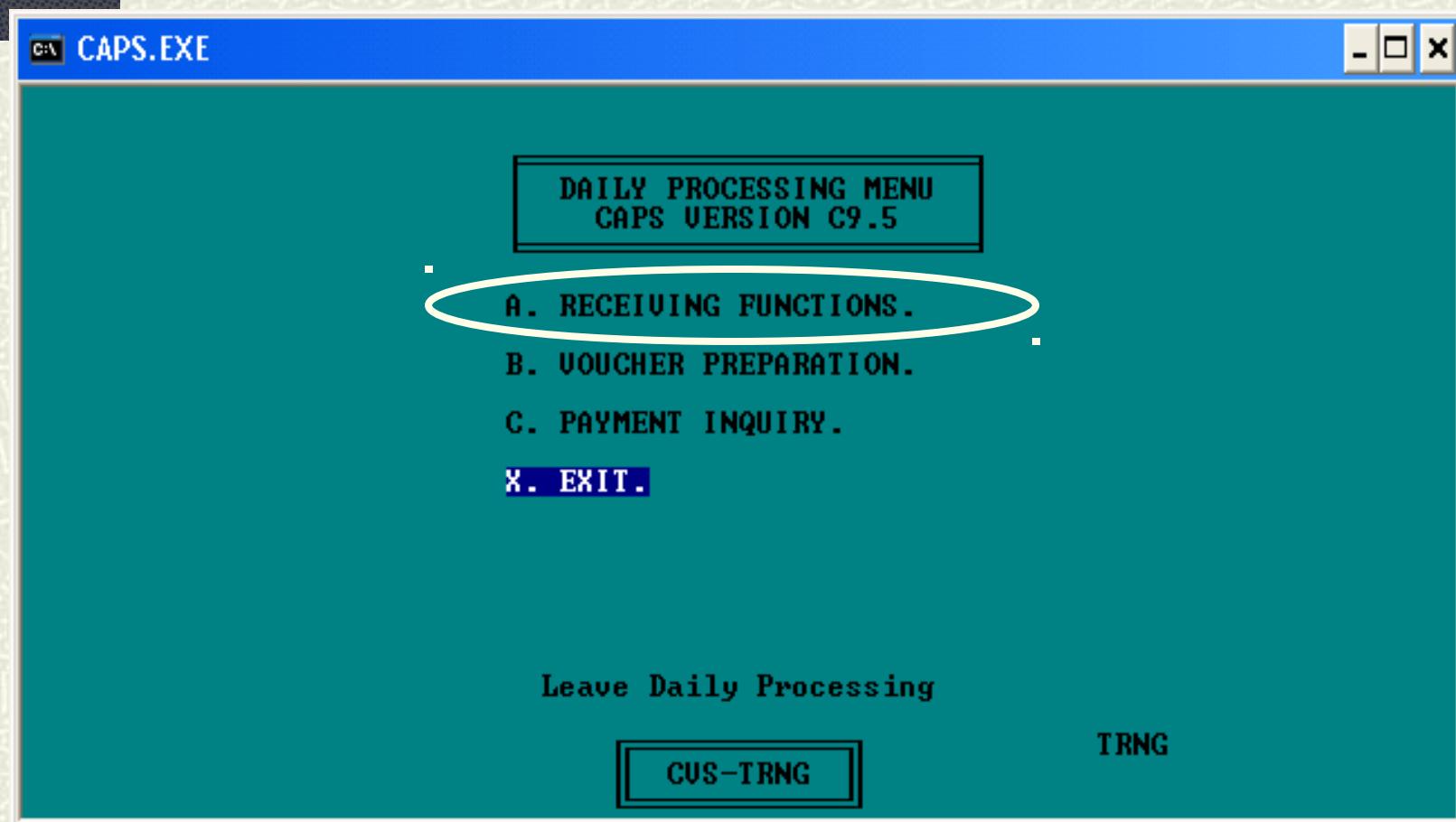
Input Contracts – Step 3
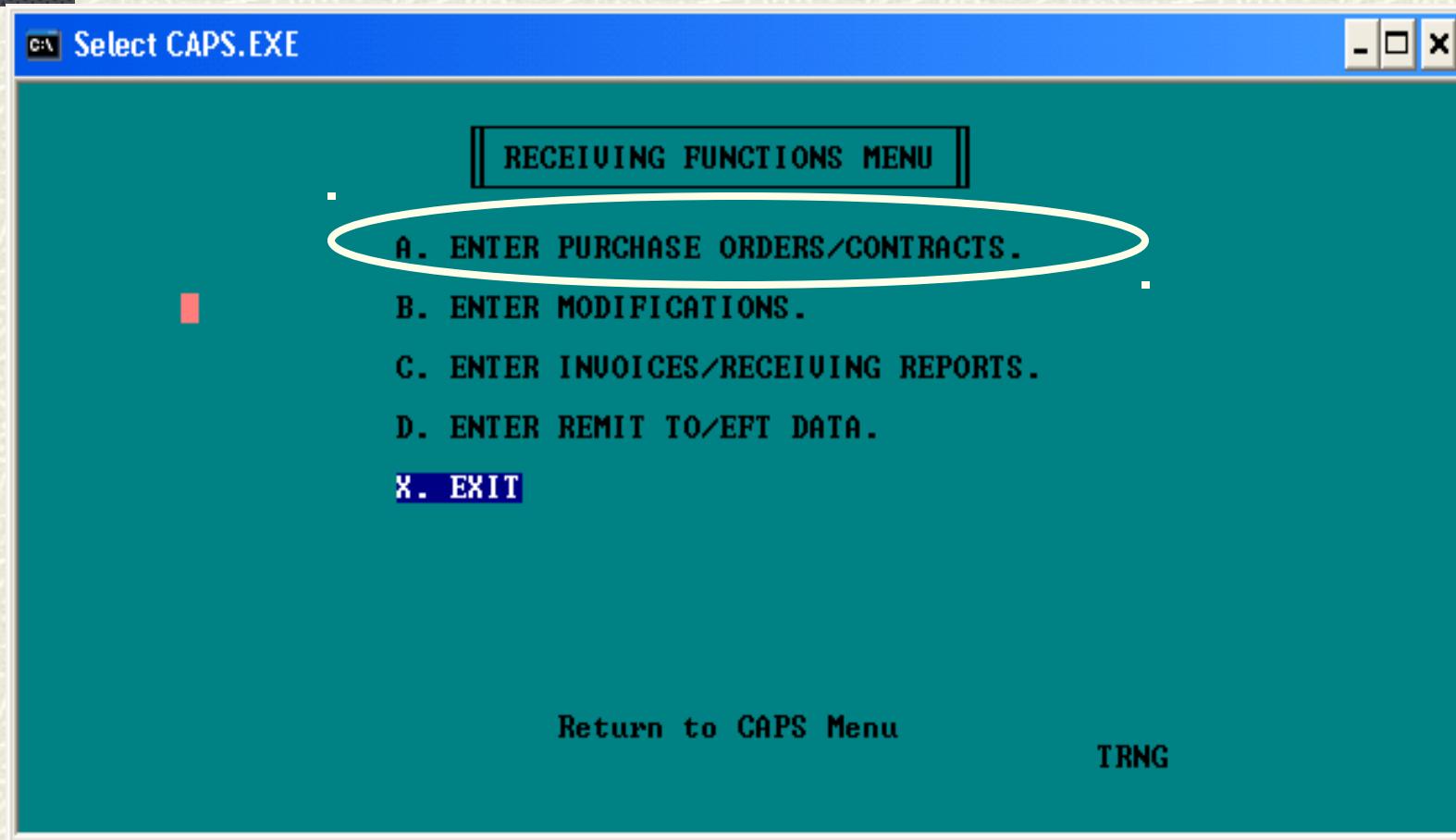
ENTER CONTRACT NUMBER
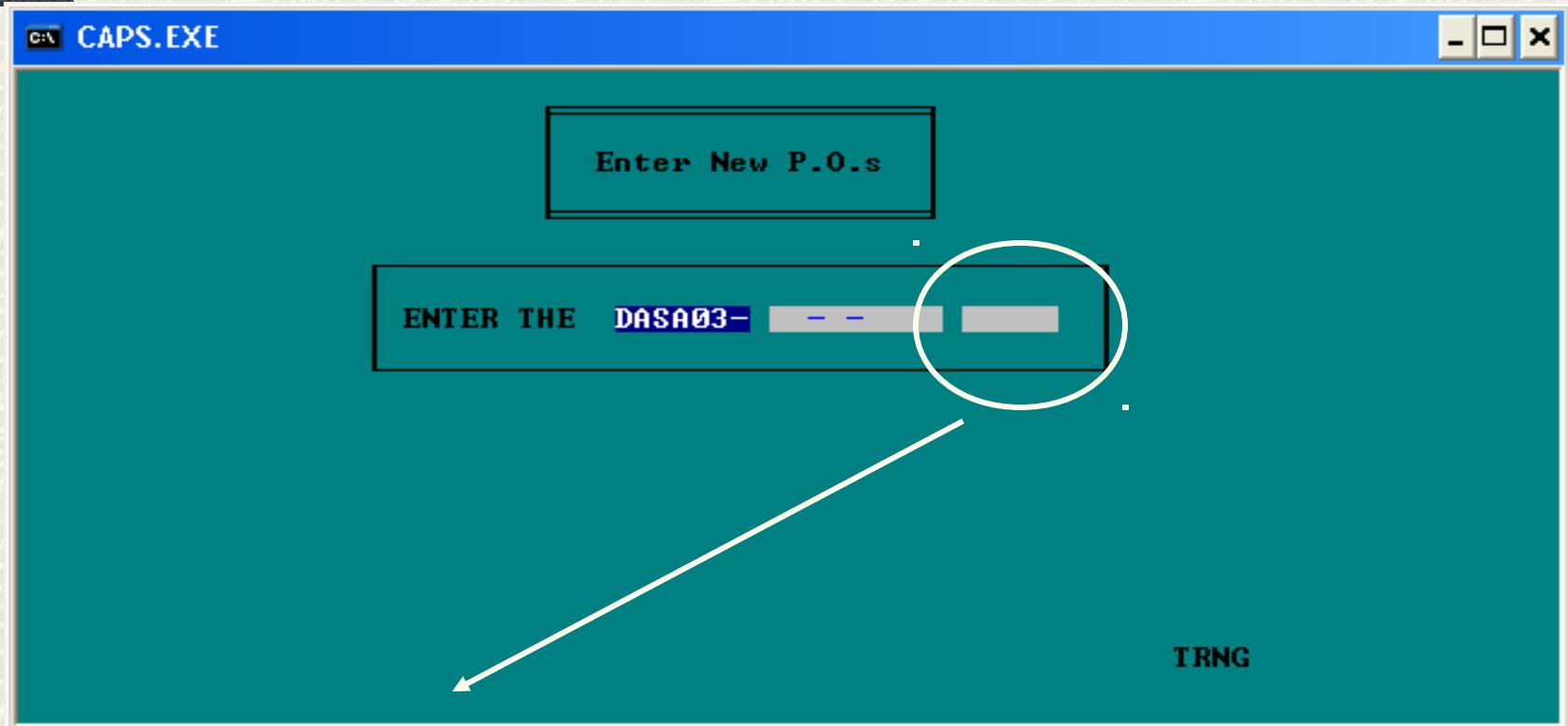
This is the Delivery Order or Call Number.
Not every contract will have one

CURRENCY TYPE


```
CAPS.EXE

            Please Enter the Currency Type
              For This Purchase Order:
```
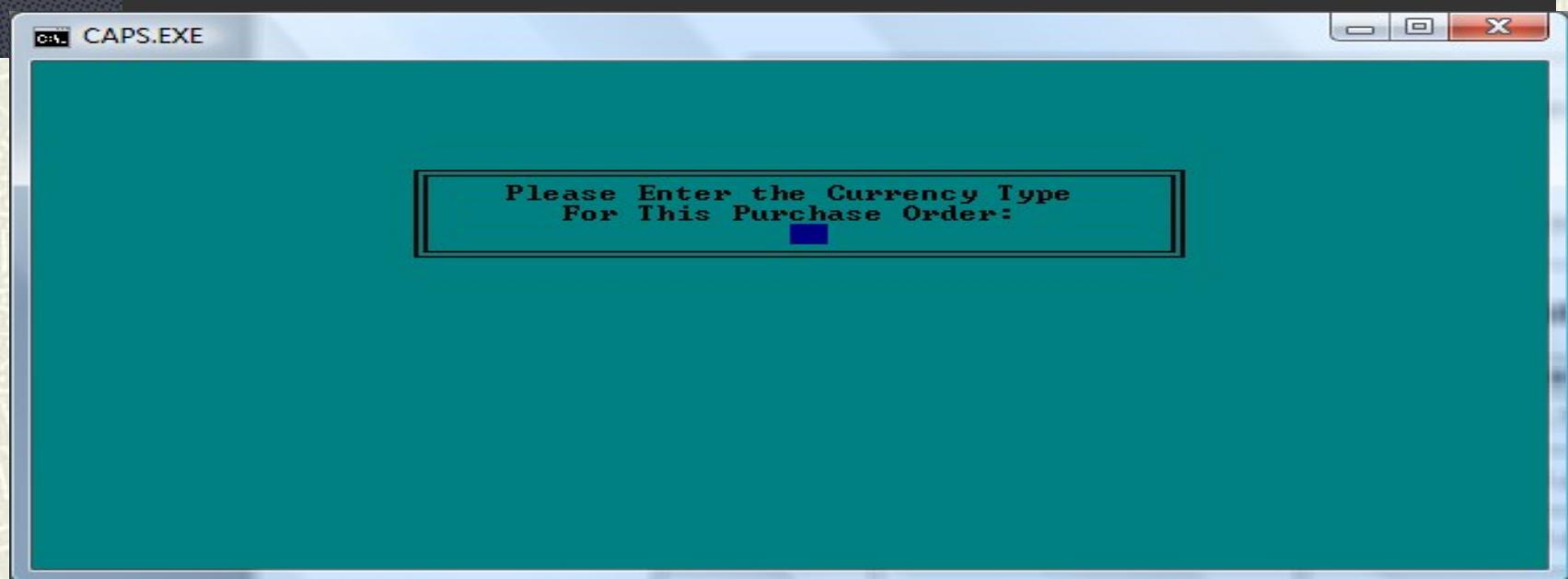
▣ Enter the type of currency using a two-position code and press **Enter**. This code **must** be for the <u>currency type the contract is written in</u>.

▣ Effective October 2009, any contracts issued to Iraqi or Afghani Vendors will be issued in the local currency of that country. For other vendors performing work in that country, the contract will be issued in U.S. currency, and will be converted to local currency based on the daily exchange rate.

CONTRACT INFORMATION SCREEN

Critical Tax Information

- U.S. based vendors may still incur taxable income based on contracts paid in a contingency environment.

- Should a CAGE/DUNS or Tax ID# (TIN) be present in a contract, you must input that into the CAPS-C system. This will ensure accurate records are produced and forwarded to the IRS.

- If the company is based in the U.S., you must also answer <N> for Foreign Vendor.

Critical Tax Information – Corporate Status

- The following Corporate Statuses must be entered based on the company type:
  - A-Medical Corporation
  - B- Non-Medical Corporation
  - C- Individual/ Sole Proprietor
  - D- Partnership
  - E- Non-Profit/ Government Agencies

- Foreign Vendors being paid in foreign currency do not require a corporate status; leave the field blank.

- Corporate Status is taken from the contract. It is up to contracting to provide accurate information to the CVS office.

Critical Tax Information – Amount Indicator

- The following categories of contracts for US vendors are not reportable to the IRS; Amt Indicator is E
  - Charities and Non-Profit
  - Employee Related
  - Fees/ Licenses
  - Credit Cards
  - Foreign Vendors
  - Goods

Critical Tax Information – Amount Indicator (cont'd)

- Government Agency
- Medical
- Subscriptions
- Transportation/ Storage
- Utilities
- Goods/ products/ merchandise

Critical Tax Information – Amount Indicator

- The following categories of contracts for US vendors are reportable to the IRS; Amt Indicator is as shown:
    - Rent   1
    - Royalties   2
    - Medical   6
    - Services   7
    - Reimbursement Fees   7
    - Military Funeral Honors   3

Critical Tax Information – Amount Indicator (cont'd)

- Employee Related   7

- Settlements (Attorney Fees)   14

- Settlements (all others)   3

REMIT-TO/EFT DATA

- The **Remit to/EFT** should be verified when inputting contract information or any other time during the payment process.

- The option at the bottom of the contract page is **F10=ADD/UPDATE REMIT-TO**, in a deployed environment, all CVS Soldiers should be able to add/ update REMIT-TO information.

REMIT-TO SCREEN

```
                    VENDOR ADDRESS
REMIT-TO                        00  OF   00


UNIVERSAL SPROCKETS
FRAKENHEIMER STR. 176
38164 FRANKFURT
GERMANY


PGUP/PGDN=Prev/Next Record      AVAILABLE:  Y
F3=Exit F6=Add F7=Delete F10=Select
                      ENTER=Select for Edit
```

REMIT-TO SCREEN - FOREIGN EFT

input – U.S. Currency Contract


```
                                              F10=ABORT/EXIT WITH SAVE
DFASEU-04-A-2000 0005    UNIVERSAL SPROCKETS                      #2 OF 2
                        Amount left to apply:           40.00 on 1 lines
NUMBER         ACCOUNTING CLASS        EOR   FISCAL CC   JO    CCC    DOC NUMBER
CLIN            QUANTITY       U of I        UNIT PRICE              LINE AMOUNT

   1   214207044444572436P864823084   26EZ 015202 US 127A83 83127A W50SPR53182667
   0001            40.00       EA              30.000000                   1200.00
                                       NEW LINE AMOUNT:              1200.00 OK? Y
   2   214207044444572436P864823084   26EB 015202 US 127A83 83127A W50SPR53182667
   0002             1.00       EA              40.000000                     40.00
                                       NEW LINE AMOUNT:                40.00 OK?
```

accounting line input- Foreign Currency

-When inputting a contract that is written in Foreign Currency, an Award Rate must be entered.

-The award rate is issued at the beginning of each FY by accounting.

Air Force LOA

DOD LOA

Navy/Marine LOA

INPUTTING MODIFICATIONS

- To change the terms of the contract, the contracting officer must issue a Modification.

- It is a legal document, just like the contract; any change listed on the modification changes the contract.

- The procedure for inputting a modification is similar to those just covered for entering a new PO.

Input Modification – Step 1
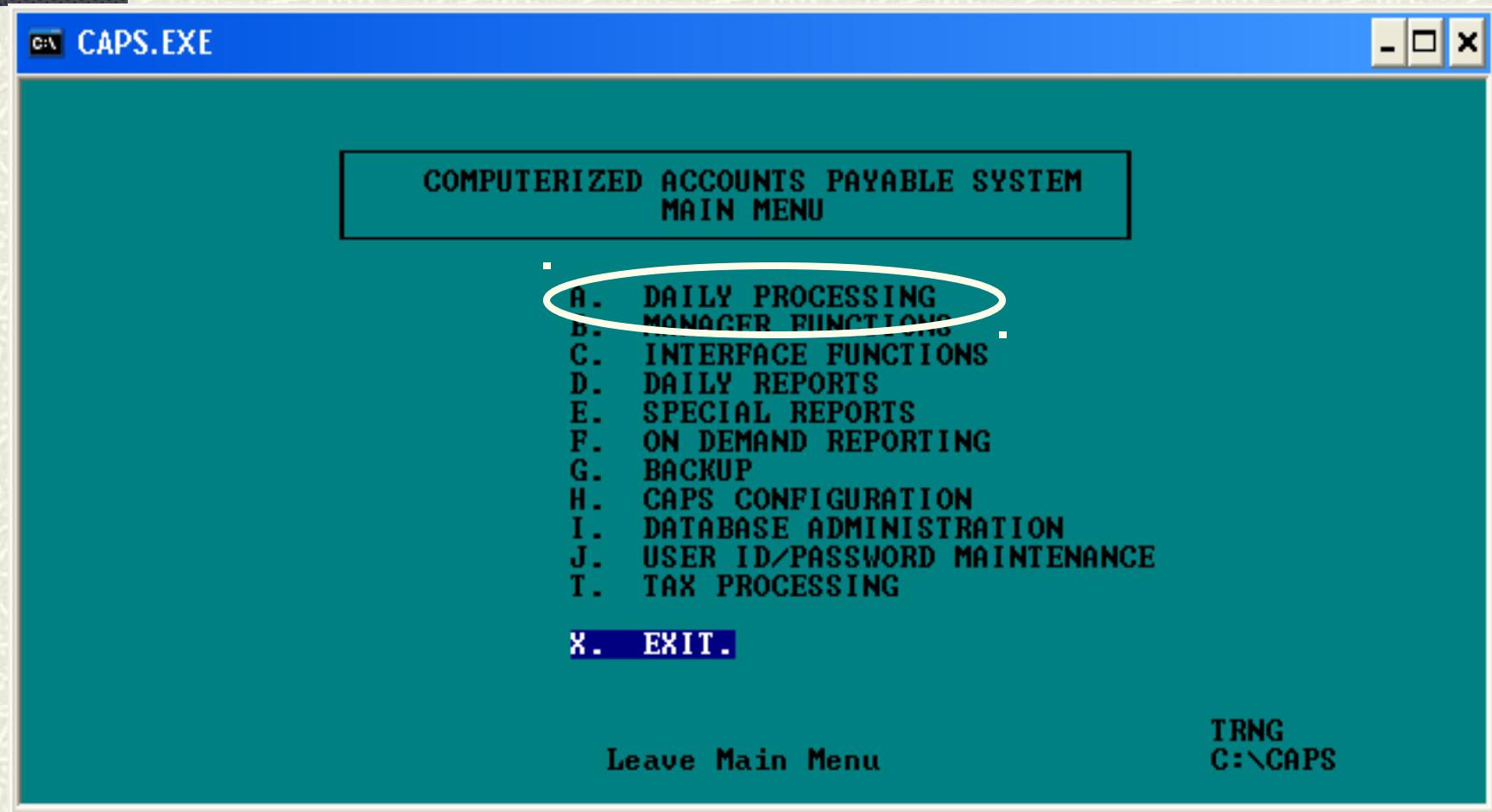
Input Modification – Step 2
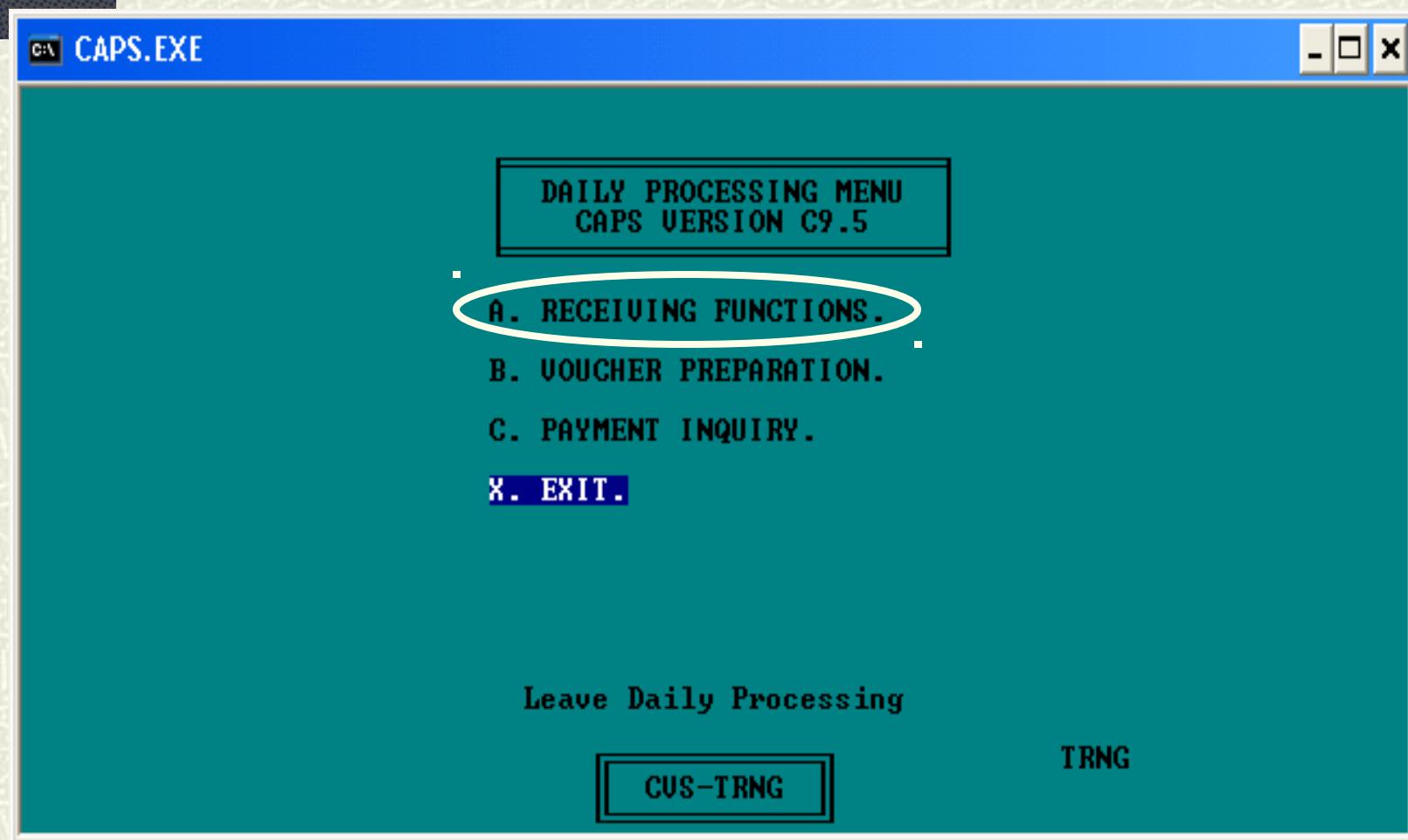
Input Modification – Step 3

MODIFICATIONS

EDITING DATA

⌗ Press **Enter** to accept the default of **N** at the prompt asking; "Does this modification extend the contract?" in most cases.

⌗ Note: Usually you accept the default of **N** and only change the default to

- **Y** if the modification really does extend the contract.

- **Entering a Y at this prompt will change all finals or supplemental to partials. DO NOT press Y unless sure.**

Adding a LOA for new CLIN

ACCOUNTING CLASS MODIFICATIONS

- Determine the action for the prompt asking "Do you want to update individual accounts?". (lines of accounting)

IF you …	THEN…
do not need to correct the LOA(s)	press ENTER to accept the default of N and the system will return to the Enter Modification screen.
need to correct the LOA(s)	•change the default to Y

ACCOUNTING CLASS MODIFICATIONS

IF you ...	THEN...
want to edit a specific record	use the arrow keys to go to the record. Press **F1** to select it and then correct it.
want to edit all records	press **F1** to select each record. Then correct the record.
do not see the record you want	use the **PGUP/PGDN** to skip a page until you find the record. Press **F1** to select it and then correct it.
do not see the LOA that needs correcting or want to exit.	press **F10** to exit.

Press **F10** to save the changes and exit.

EXCEPTIONS TO MODIFICATIONS

- There are a few exceptions concerning modifying the contract input.

  - The reduction of a CLIN(s) in an existing PO can only be accomplished if there have been no payments made on that CLIN.

  - To delete a CLIN, go to the **CLIN** line to be deleted and press **F1**. Then Enter **.000001** in the **UNIT PRICE** field. Enter **Y** in the **OK** field and press **Enter.**

  - **DEL** appears next to the amount indicating the CLIN will be deleted when the modification update is completed.

EXCEPTIONS TO MODIFICATIONS

- There are a few exceptions concerning modifying the contract input.

  - The exempt from PPA cannot be changed if a payment has been made.

  - To delete or correct EFT information:

  - Press **F5** to display the input/correction of EFT data screen. Type **DEL** in the **EFT** type field. (**The F5 key is not available for foreign vendors**)

Module 3

Input
Invoices and Receiving Reports
into CAPS-C

INTRODUCTION

- This section covers inputting invoices and/or receiving reports (RR).

- Invoices and receiving reports can be received and entered separately or at the same time.

- It is important to ensure that when the invoice and receiving report are received at your location, they match up in the system.

INTRODUCTION CONT'D

- The invoice should be in the same currency as the contract.
- If it is not the same as the contract, in most cases the invoice should be returned to the vendor. Check with your lead/supervisor for local policy.
- If the invoice is in legacy currency, then the invoice must be converted to the legacy currency used in the contract.

Inputting Invoices and RRs – Step 1
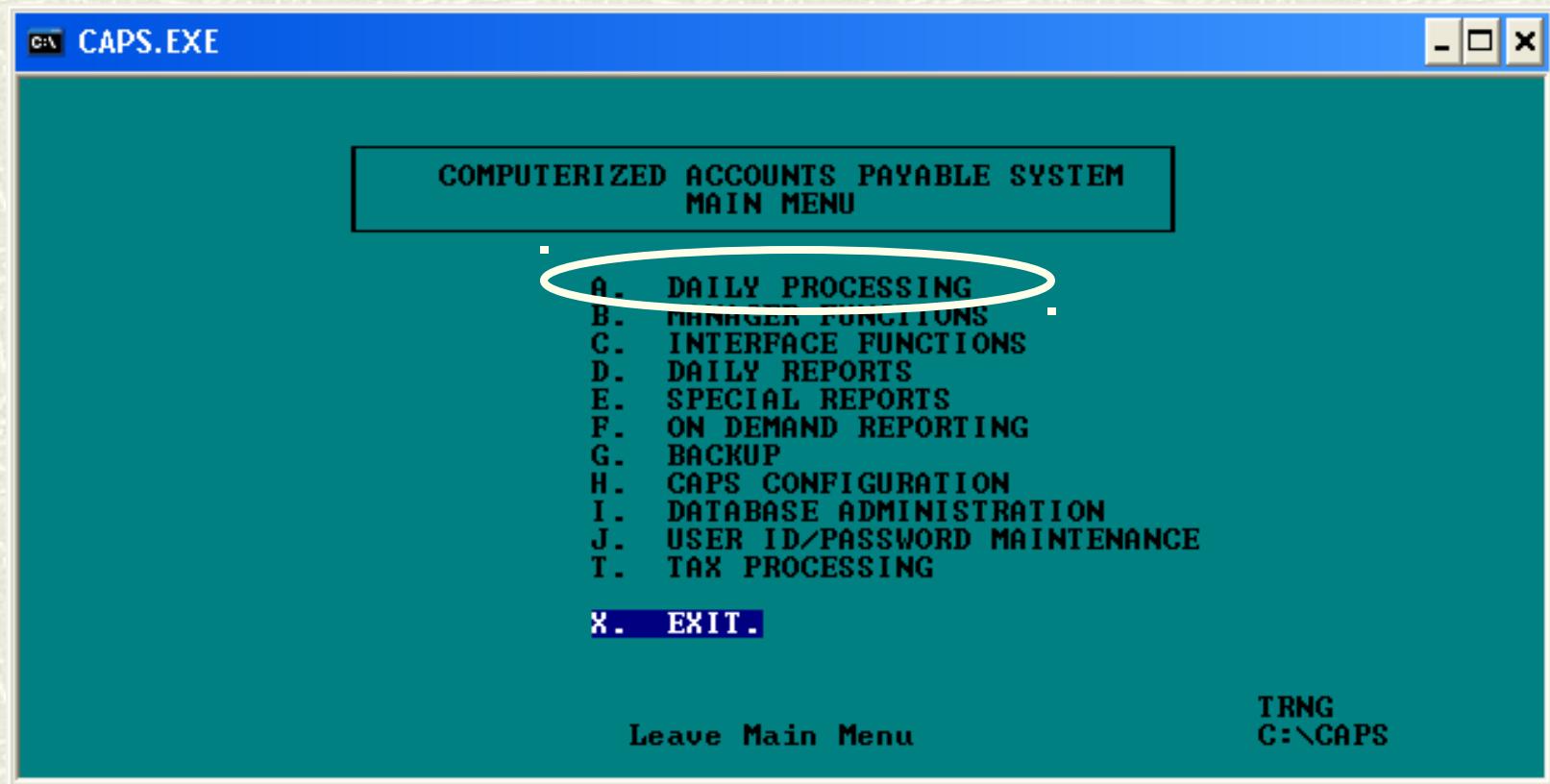
Inputting Invoices and RRs – Step 2
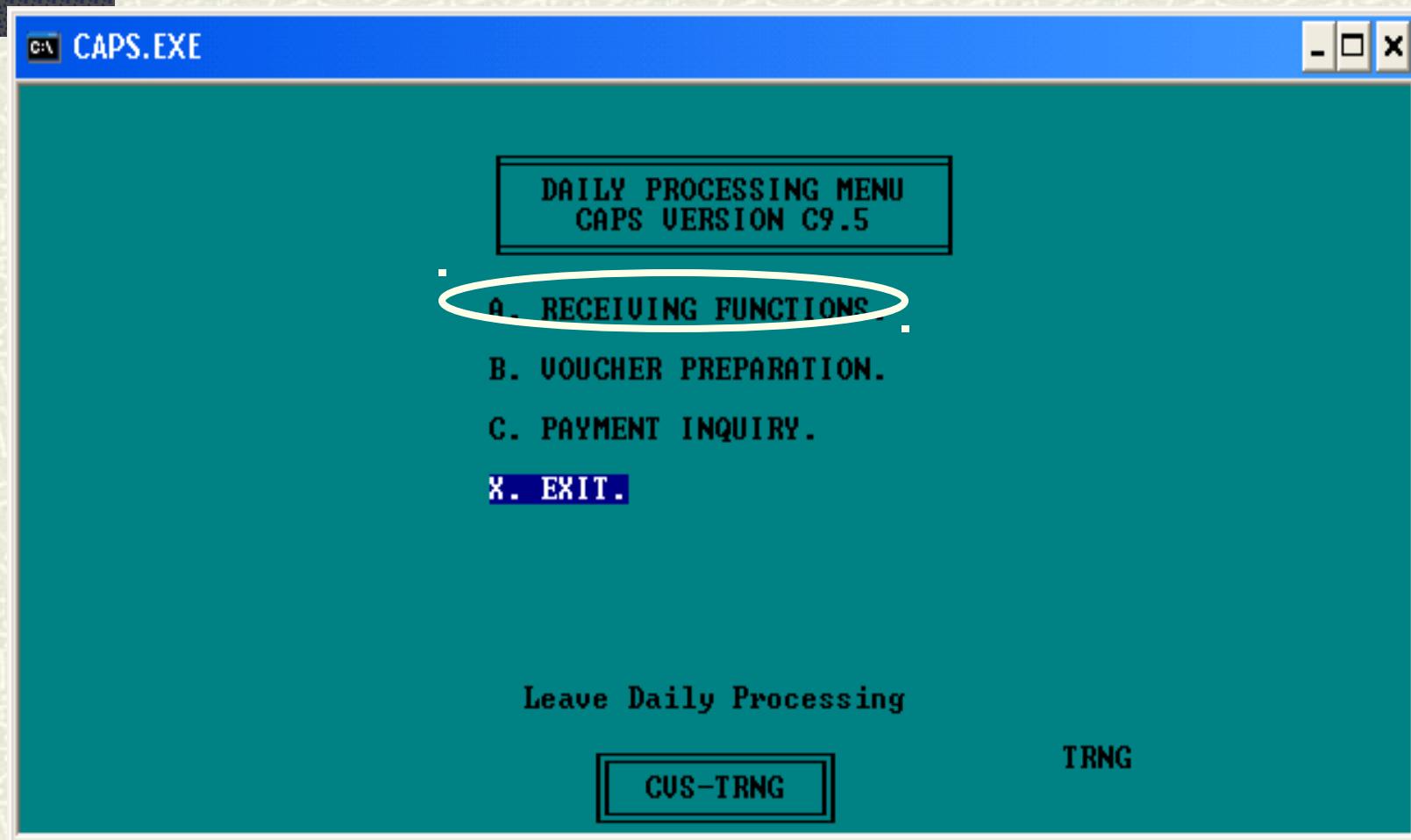
Inputting Invoices and RRs – Step 3
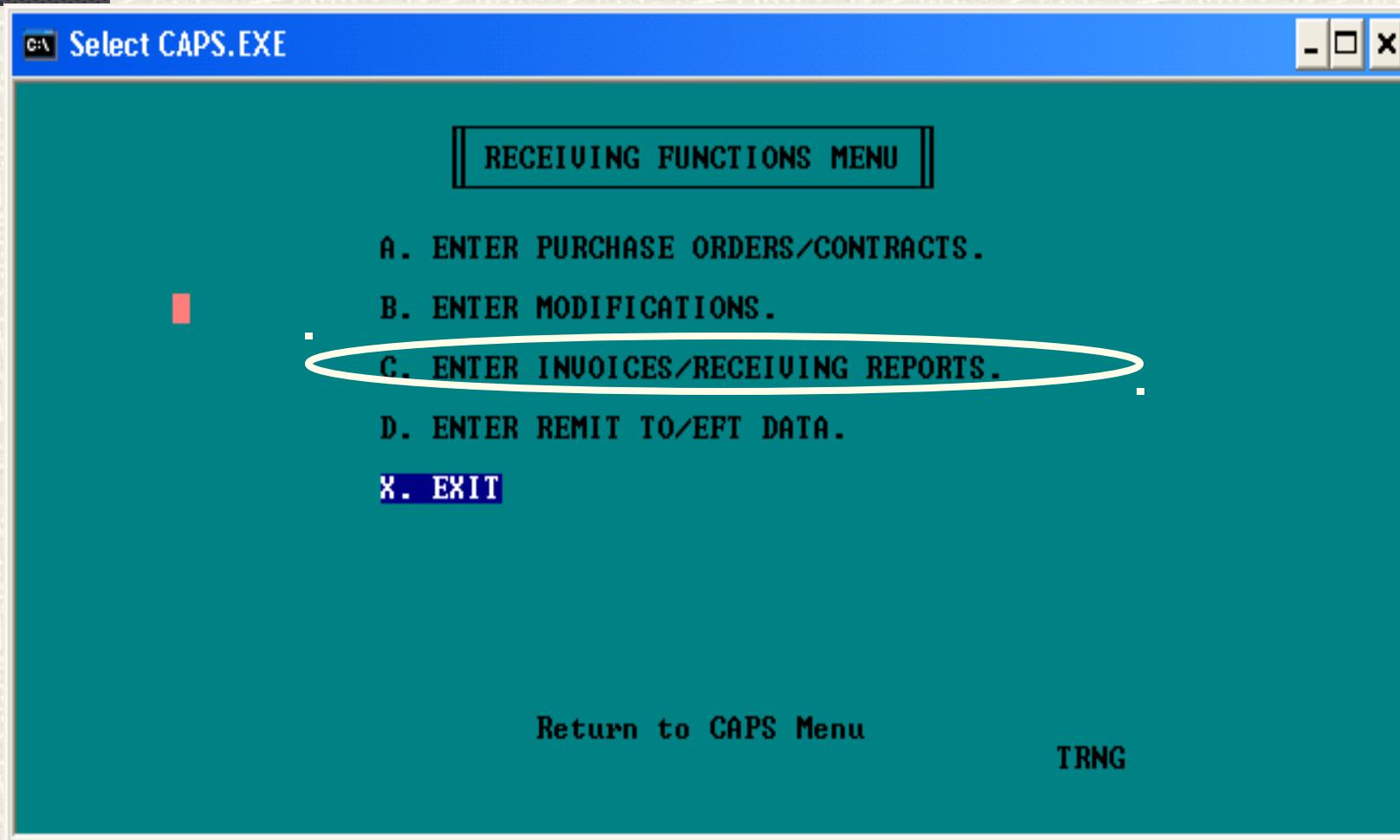
Inputting Invoices and RRs – Step 3

ENTER INVOICES/RECEIVING REPORTS

ENTER THE DFASEU— — —

INVOICES AND RR'S

```
                    INVOICES FOR DFASEU-05-A-1000 0001
                    ─────────────────────────────────────────
US MAKER                                        CURRENCY TYPE $$
REC #    INV #                  INV DATE INV RCVD    MDSE AMT        FRT AMT
                                                MDSE DEL  MDSE ACPT ID
                    ─────────────────────────────────────────
    Entry of the first INVOICE/RR record for this contract

        ENTER NEW <I>nvoice, <R>eceiving, <B>oth, OR <X> TO Exit ■
```

⌗ **<I>** - enter an invoice only

⌗ **<R>** -enter a receiving report/acceptance only

⌗ **<B>** -enter both at the same time, and

⌗ **<X>** -exit the screen.

INPUTTING AN INVOICE ONLY

♯ **All data comes from the invoice**

INPUTTING AN INVOICE ONLY

♯ **Ensure that the remit-to address matches what is on the invoice.**

INPUTTING AN INVOICE ONLY

```
C:\  CAPS.EXE                                                       _ □ ✕

                    INVOICES FOR DFASEU-04-A-2000 0005

UNIVERSAL SPROCKETS                                        CURRENCY TYPE $$
REC #     INV #                    INV DATE INV RCVD    MDSE AMT       FRT AMT
                                                        MDSE DEL  MDSE ACPT ID

     294 29                         01/14/09 01/15/09    2740.00              0.00
                                                           /   /      /   /





                       *** NO MORE ITEMS FOR THIS CONTRACT ***
SELECT <I>NVOICE, <R>ECEIVING REPORT, <B>OTH, <T>RANSFER CREDITS, <e.g. B64>.
    TO CREATE BLANK RECORD ENTER <I>,<R>, OR <B>, OR <X> TO EXIT ███████
```

After input is completed, the screen should look like this.

**If no more invoices or receiving reports need be input on this contract, you must exit before inputting other documents, or you will enter them under this

INPUT RECEIVING REPORT ONLY

- Receiving Reports (RR)/Acceptances can be entered after, before, or at the same time that the invoice is entered.
- **When the invoice has already been entered, the RR must be matched up with the corresponding invoice.**
- In this lesson, the RRs are entered separately, after the invoices, so they must be matched.

INPUT RECEIVING REPORT ONLY


```
  Select CAPS.EXE                                          _ □ ×

                    INVOICES FOR DFASEU-04-A-2000 0005
                    _____
 UNIVERSAL SPROCKETS                                 CURRENCY TYPE $$
REC #    INV #                 INV DATE INV RCVD   MDSE AMT       FRT AMT
                                                  MDSE DEL   MDSE ACPT ID

     294 29                    01/14/09 01/15/09    2740.00           0.00
                                                     /   /        /   /

                                  ■

                *** NO MORE ITEMS FOR THIS CONTRACT ***
SELECT <I>NVOICE, <R>ECEIVING REPORT, <B>OTH, <T>RANSFER CREDITS, <e.g. B64>.
     TO CREATE BLANK RECORD ENTER <I>,<R>, OR <B>, OR <X> TO EXIT
```

If you wanted to input a receiving report that matches invoice 294, then you input <R294>
If the receiving report does not match any entered invoices, just

INPUT RECEIVING REPORT ONLY

```
Select CAPS.EXE                                                    _ □ ×

                    INVOICES FOR DFASEU-04-A-2000 0005
                    _____

UNIVERSAL SPROCKETS
FRAKENHEIMER STR 176
38164 FRANKFURT
GERMANY


TERMS  0.000 DAYS  30

SPECIAL ID                                              CALNR 0005

INV RCVD 01/15/09  INV NBR 29              INV DATE 01/14/09

MERCHANDISE         2740.00 <$$>  FREIGHT        0.00 <$$>

MDSE DEL 01/14/09        MDSE ACPT 01/14/09   RR RCVD 01/14/09

SELECT REMIT-TO ADDRESS? <Y/N>  ■



       F3 - ABORT
```

Date Received   Date Accepted   Date Received in CVS office
On DD250   on DD250

INPUT INVOICES AND RR'S (Both)

When invoices and RRs are received together, they are entered at the same time.

This eliminates the need to match documents in the system and also creates less opportunity for a potential input error.

This is the preferred method of input.

INPUT INVOICES AND RR'S

```
                 INVOICES FOR DFASEU-05-A-1000 0001
                 _____

 US MAKER                                          CURRENCY TYPE $$
 REC #    INV #                 INV DATE INV RCVD     MDSE AMT          FRT AMT
                                                   MDSE DEL  MDSE ACPT ID

    Entry of the first INVOICE/RR record for this contract

       ENTER NEW (I)nvoice, (R)eceiving, (B)oth, OR (X) TO Exit  ▮
```
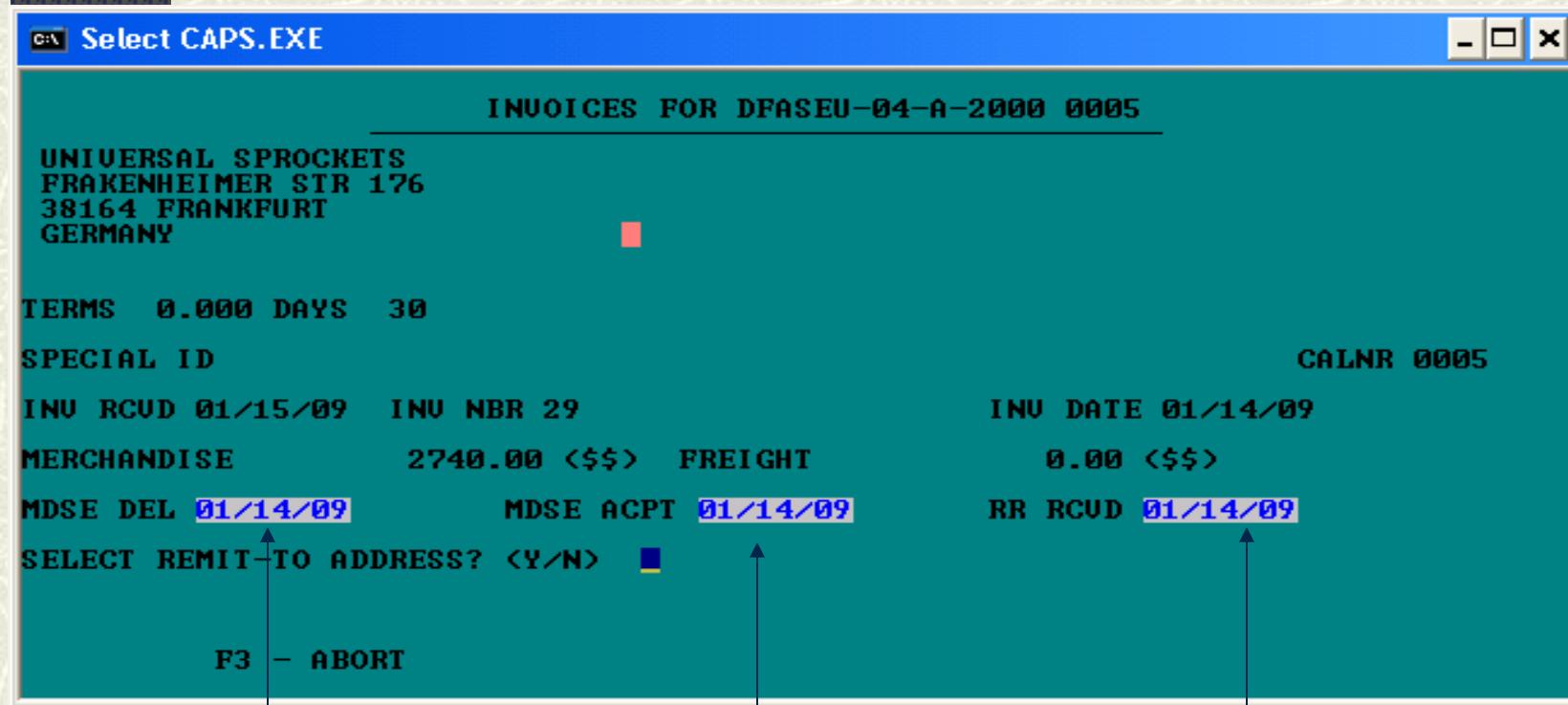
⬛ Enter <B> to input the invoice and Receiving Report at the same time.

INPUT BOTH INV and RR

```
              INVOICE/RR ENTRY FOR DFASUP-01-P-0100
              ─────────────────────────────────────────

 JET INC
 1 JET WAY

 INDIANAPOLIS, IN   46249


TERMS   0.000  DAYS   30
SPECIAL ID    ENTER 'D' IF DUE DATE IS SPECIFIED OR IT IS UNUSUAL   CALNR
INV RCUD 07/10/01   INV NBR 45                    INV DATE 07/08/01
MERCHANDISE              50.00 <$$>   FREIGHT              0.00 <$$>
MDSE DEL 07/10/01          MDSE ACPT 07/09/01       RR RCUD 07/09/01



       F3 - ABORT
```

Input Procedures remain the same for the Invoice and Receiving Report data.

Module 4

Computing Vouchers

INTRODUCTION

- Once the contract, invoice(s), and Receiving Report(s) have been entered, the contract is ready to be prepared for payment.

- Computing payments requires attention-to-detail. Once the payment is computed, it can not be modified. The only to make a change is for an auditor to delete the payment or to change the status.

Computing Vouchers – Step 1

```
┌─────────────────────────────────────────────┐
│ COMPUTERIZED ACCOUNTS PAYABLE SYSTEM          │
│              MAIN MENU                         │
└─────────────────────────────────────────────┘

        A.   DAILY PROCESSING
        B.   MANAGER FUNCTIONS
        C.   INTERFACE FUNCTIONS
        D.   DAILY REPORTS
        E.   SPECIAL REPORTS
        F.   ON DEMAND REPORTING
        G.   BACKUP
        H.   CAPS CONFIGURATION
        I.   DATABASE ADMINISTRATION
        J.   USER ID/PASSWORD MAINTENANCE
        T.   TAX PROCESSING

        X.   EXIT.


                                           Standalone
        Leave Main Menu                    C:\CAPS
```

Computing Vouchers – Step 2
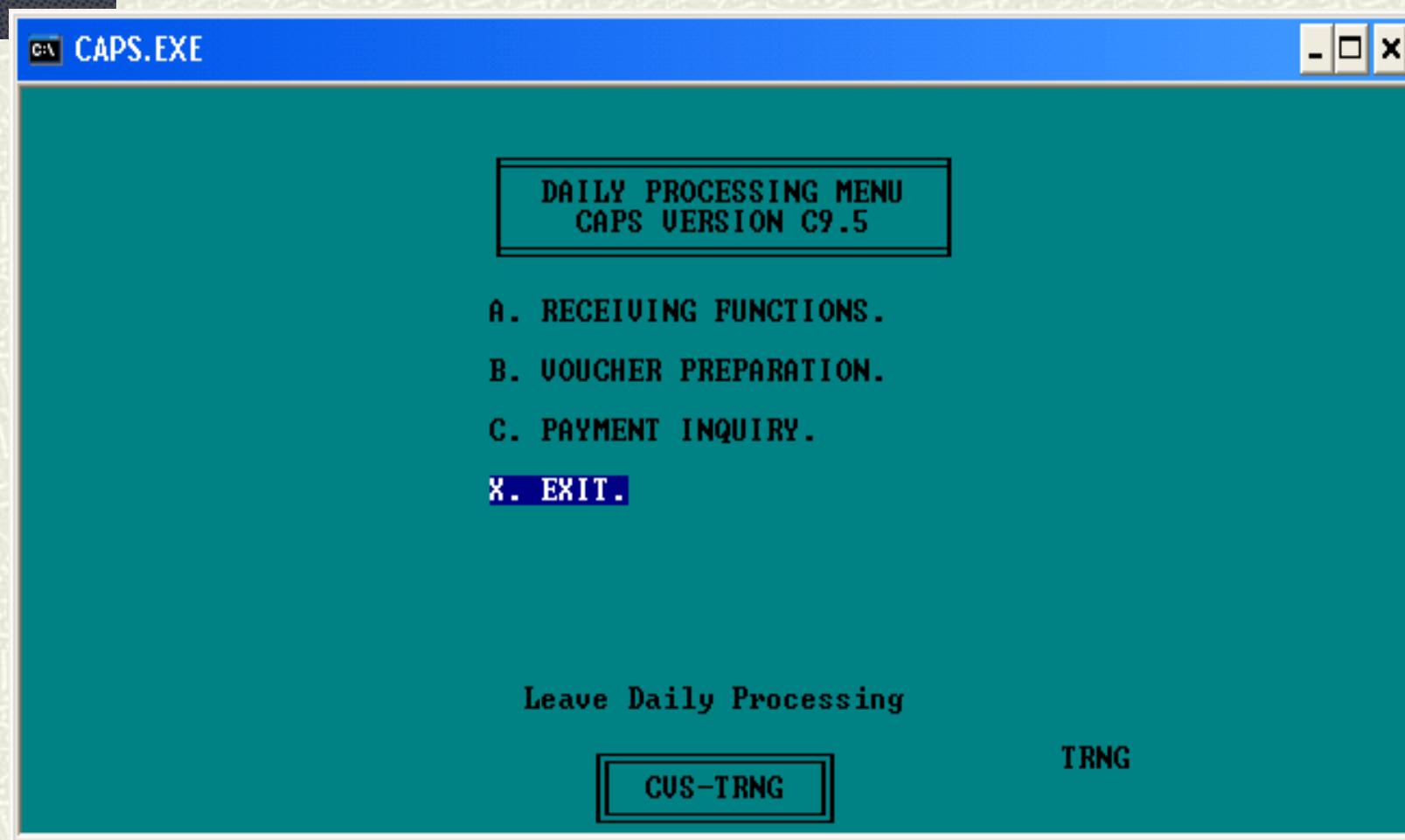
Computing Vouchers – Step 3
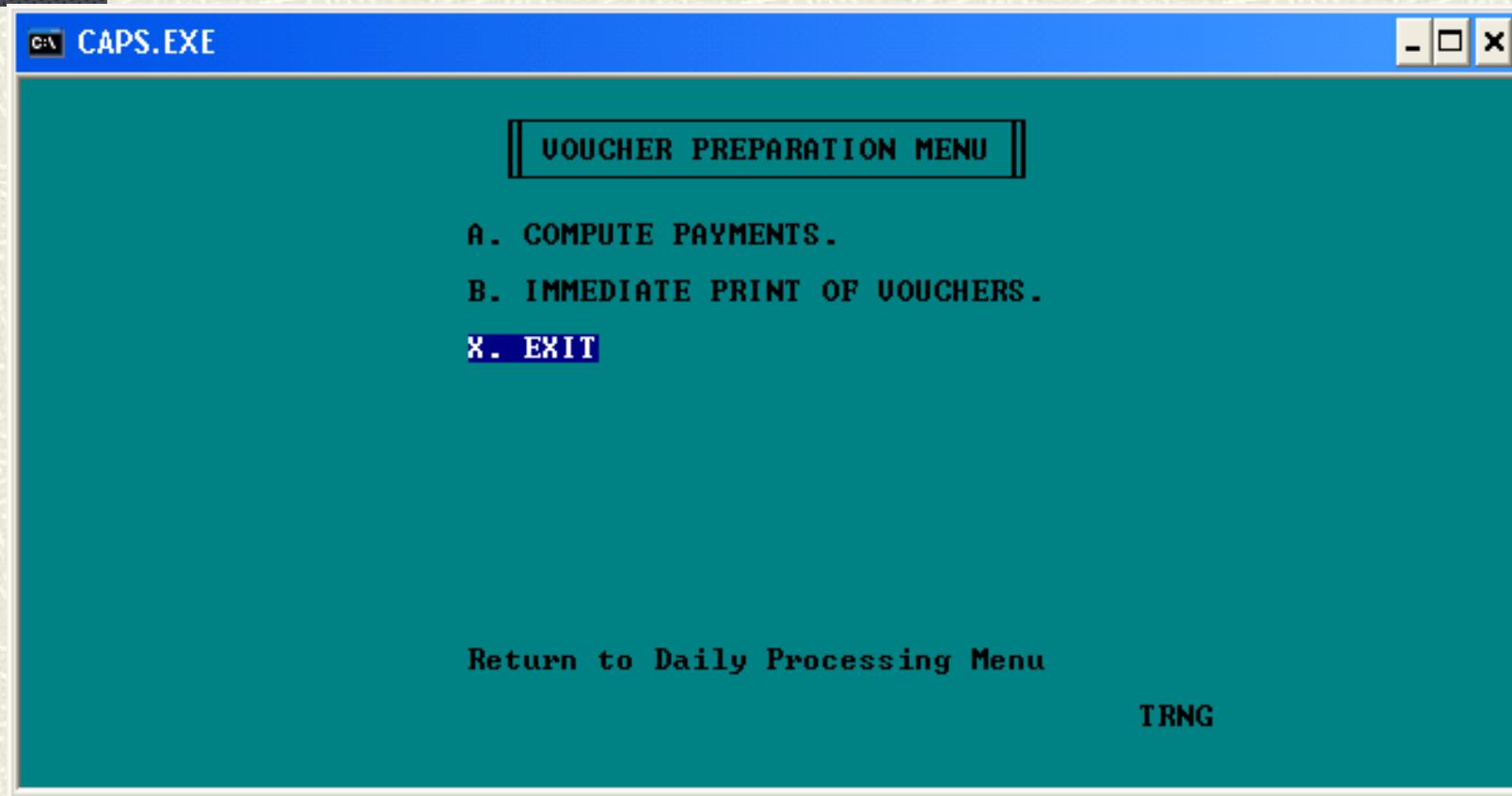
COMPUTING VOUCHERS

```
Compute Vouchers
```

```
ENTER THE   DFASEU- 04-A-2000 0001
```

Insert the contract number that you are making the payment under.

COMPUTING VOUCHERS


```
CAPS.EXE                                                          _ □ ×

DFASEU-04-A-2000 0005   UNIVERSAL SPROCKETS                   PMT   1 TYPE
                                                             MOD P00001
  CALNR INV NBR                   INV DATE INV RCVD MDSE DEL MDSE ACPT  SPECID
                         MDSE AMT                       FRT        TERMS      OK?
  _____
       29                      01/14/09 01/15/09 01/14/09 01/14/09
                         2740.00                     0.00         0.000 30
```
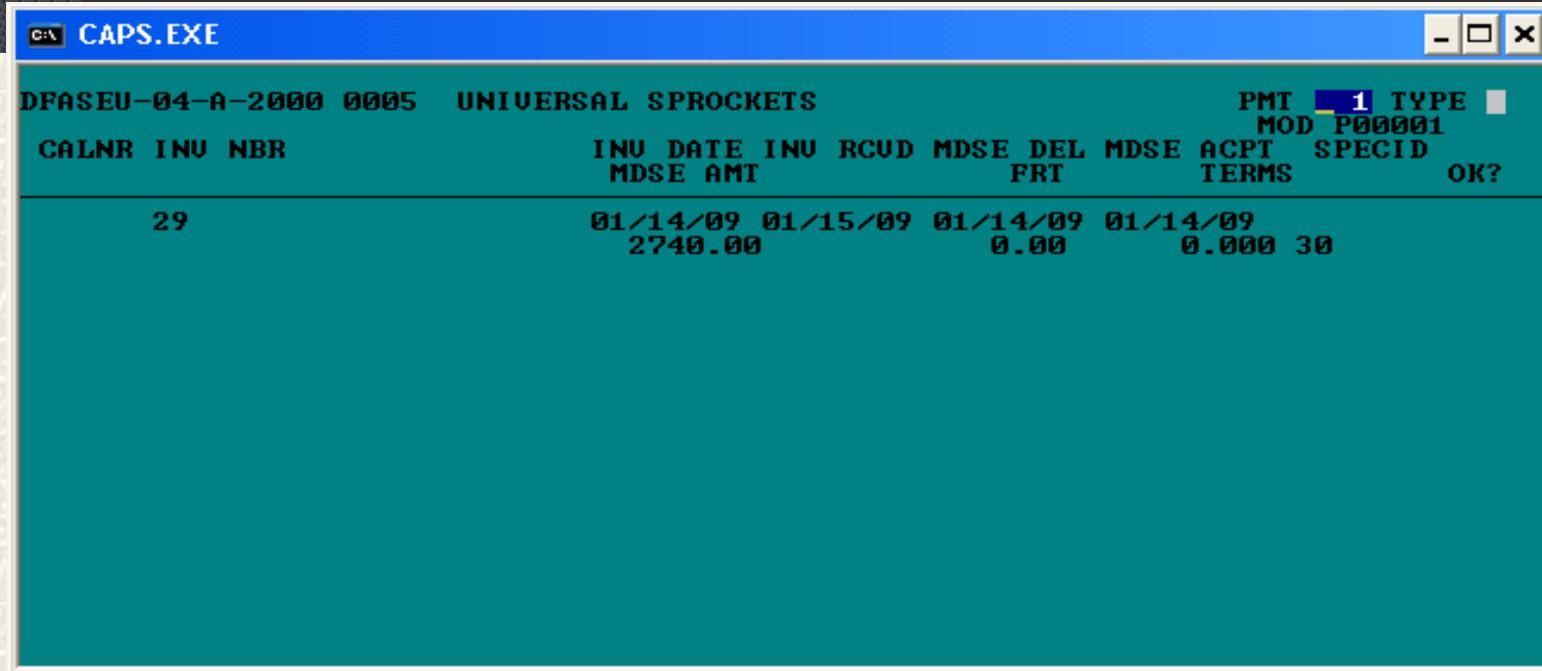
• Review the data for the outstanding payment. Ensure the data is correct.

• The system will automatically select the payment number based on any previous payments. If it is not right, enter the proper number.

COMPUTING VOUCHERS
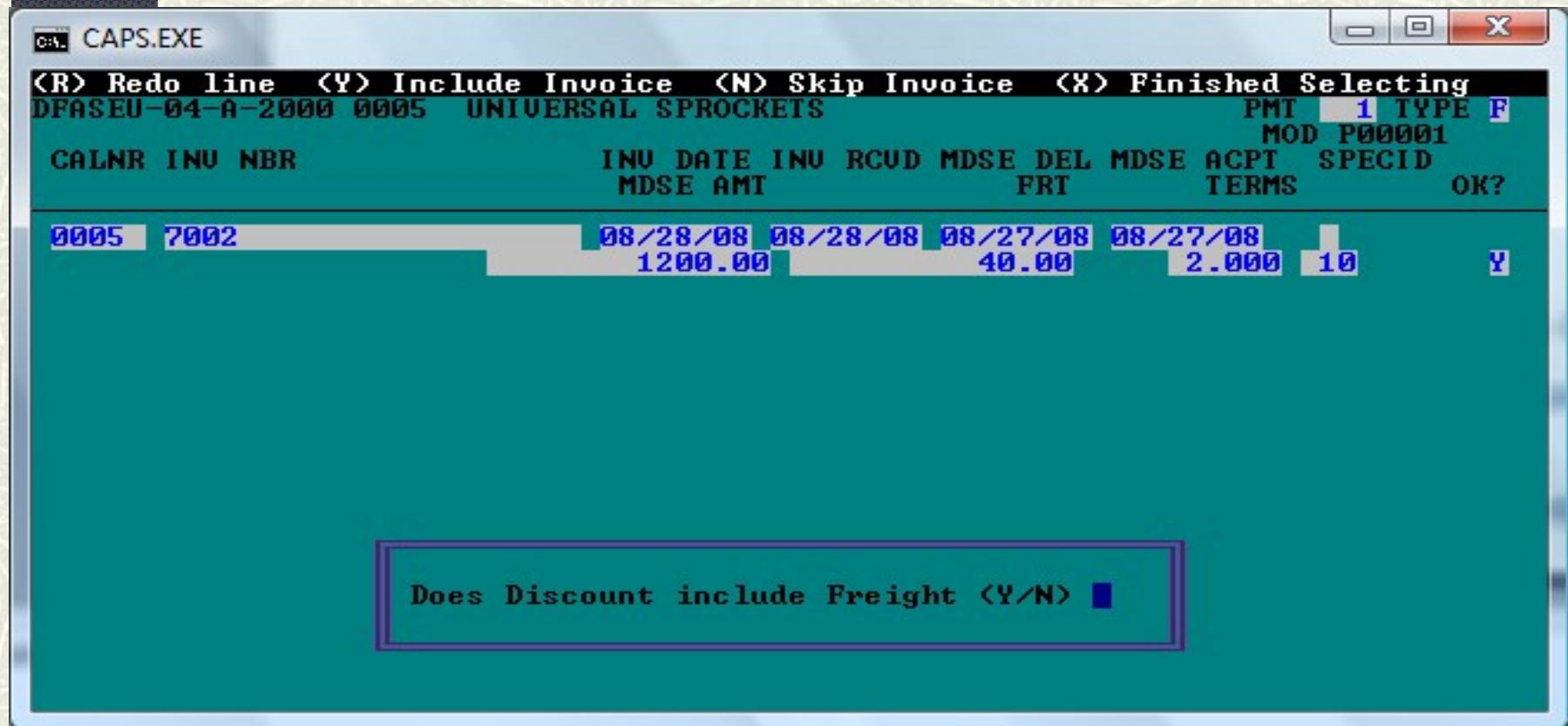
• Discounts are not taken on freight unless the freight has a CLIN, making it merchandise.

COMPUTING VOUCHERS

- The system will next go to the payment summary screen.

- Review the payment computation summary.

- The computer will ask if you need to change the Remit-to address

- Next, it will ask if you want to change the tax info.

COMPUTING VOUCHERS

• System will next prompt for if it is correct for payment

  • If payment is correct, enter <Y>

  • If payment is incorrect, enter <N>, and it will ask again. Enter <N>

COMPUTING
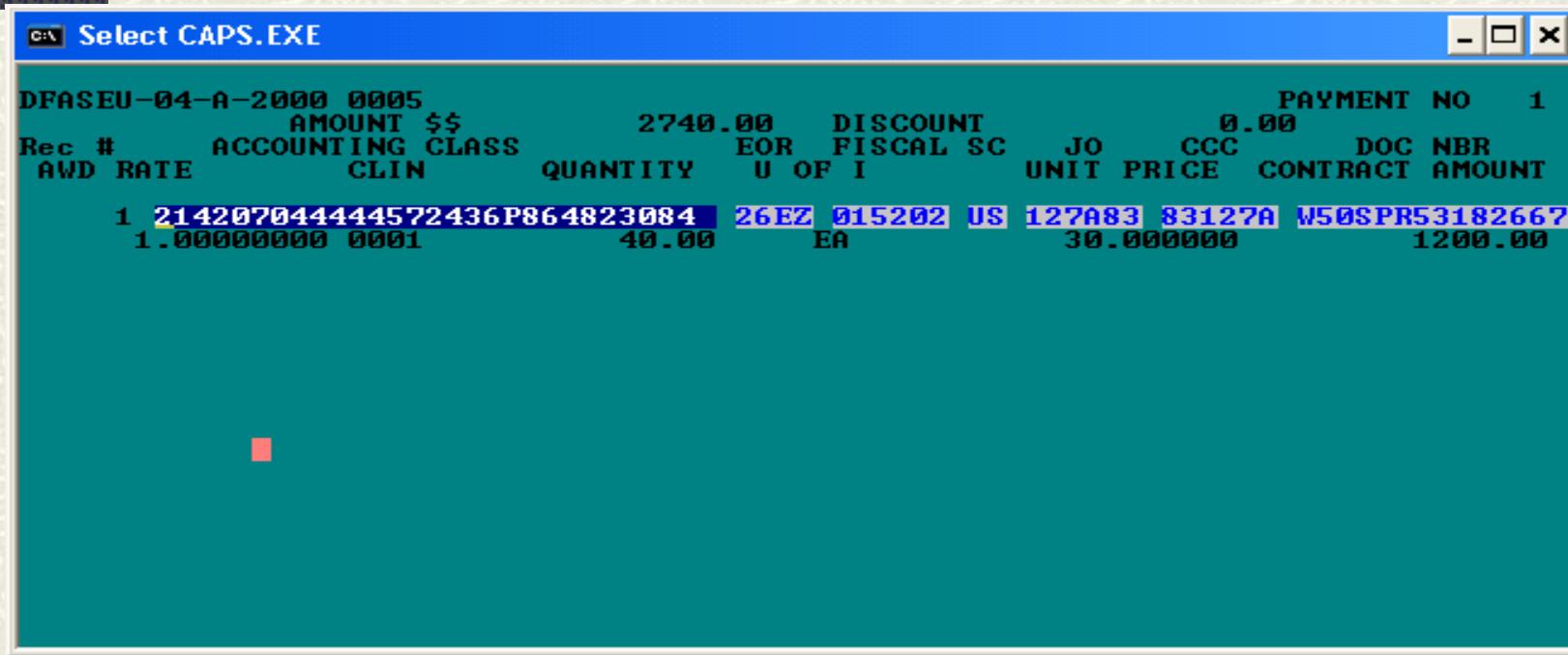
- If the contract has multiple LOAs, the computer will ask if you want to display them individually.
  - If you choose Yes, it will only display one at a time.
  - If you choose No, it will bring them all up at once.

COMPUTING


```
CAPS.EXE

DFASEU-04-A-2000 0005                                    PAYMENT NO   1
              AMOUNT $$        1216.00    DISCOUNT              24.00
Rec #     ACCOUNTING CLASS         EOR   FISCAL SC    JO    CCC       DOC NBR
 AWD RATE        CLIN      QUANTITY    U OF I       UNIT PRICE  CONTRACT AMOUNT

  1 2142070444444572436P864823084  26EZ 015202 GM 127A00 127A00 W50SPR53182667
   1.00000000 0001           40.00       EA             30.000000          1200.00
```

Make any changes necessary to the LOAs, then enter <Y> when it prompts to ask if it is okay.

COMPUTING


```
CAPS.EXE                                                    _ □ ×

DFASEU-04-A-2000 0005                                    PAYMENT NO   1
          AMOUNT $$         2740.00  DISCOUNT              0.00
Rec #     ACCOUNTING CLASS         EOR  FISCAL SC   JO    CCC      DOC NBR
 AWD RATE        CLIN      QUANTITY  U OF I        UNIT PRICE  CONTRACT AMOUNT

    1 214207044444572436P864823084  26EZ 015202 US 127A83 83127A W50SPR53182667
     1.00000000 0001           40.00     EA           30.000000        1200.00


                    QUANTITY:              40.00
                    UNIT PRICE:            30.000000

                    MERCHANDISE:         1200.00
                    FREIGHT:                0.00
                    DISCOUNT:               0.00

                    TOTAL:               1200.00

                    OK?: ■


        Accept = Y      Re-enter = N     Continue = C     Abort = X
```

◫ Review each individual CLIN to ensure that it matches the invoice and R/R.

■ Remember that you can't pay for what you haven't RECEIVED!!

COMPUTING


```
CAPS.EXE                                                                    _ □ ×

DFASEU-04-A-2000 0005                                                  PAYMENT NO    1
           AMOUNT $$        2740.00    DISCOUNT                  0.00
Rec #      ACCOUNTING CLASS            EOR  FISCAL SC    JO    CCC        DOC NBR
 AWD RATE        CLIN      QUANTITY    U OF I           UNIT PRICE   CONTRACT AMOUNT

      1 2142070444445572436P864823084  26EZ 015202 US 127A83 83127A W50SPR53182667
        1.00000000 0001            40.00      EA              30.000000         1200.00

                        QUANTITY:              40.00
                        UNIT PRICE:            30.000000

                        MERCHANDISE:           1200.00
                           FREIGHT:               0.00
                          DISCOUNT:               0.00

                           TOTAL:              1200.00

                             OK?: ■

       Accept = Y        Re-enter = N       Continue = C       Abort = X
```

- Quantity: will default to 1. Change it to match the RR.
- Unit Price: should be the same as the LOA
- Merchandise: system fills in
- Freight: system fills in
- Discount: system fills in if one available. Will only apply to 1st one.

COMPUTING

- If the total is correct, enter <Y>
  - You will have to repeat the process for each CLIN.

COMPUTING


```
A. HOLD FOR PICKUP.
B. EXPEDITE.
C. OTHER.
E. CASH.

X. ABORT (Payment NOT Correct)

TYPE OF CONTROL? E
```

✚ This menu lets you select the payment type

✚ The most common payment in Iraq/ Afghanistan will be EFT. Few cash payments are being used.

✚ The EFT option will not be displayed for

COMPUTING

```
CAPS.EXE

    A.  HOLD FOR PICKUP.
    B.  EXPEDITE.
    C.  OTHER.
    D.  EFT.
    E.  CASH.

    Do you need to add a comment to this payment? ▪
```

- If a comment needs to be made for specific reasons, you can select <Y>
 - Comments are pre-filled out. No free-typing is available. Only use when necessary

Module 5

Audit, Print, Alter Status, and Delete
of Computed Payments within
CAPS-C

Audit Payments

- Once the payment has be computed it has to be audited next. Must audit prior to printing vouchers.
- The auditor is reviewing for accuracy of payment.
- Once payment has been certified as correct and legal, the auditor is assuming liability for that payment.
- Auditors must be given permission and access to CAPS-C to perform audit function.

Audit Payments – cont'd

Audit Payments – cont'd

Audit Payments – cont'd

Audit Payments – cont'd

CAPS.EXE

Audit Vouchers

ENTER THE DASA03– 01-A-2001

TRNG

Enter the contract number of the payment to be audited.
Ensure the right contract number or call

Audit Payments – cont'd

```
CAPS.EXE                                                    _ □ ×

DASA03-01-C-1010          JOES CRAB SHACK                  PMT    1 TYPE F

NBR   INV NBR                     INV DATE INV RCVD MDSE DEL MDSE ACPT
                                     MDSE AMT              FRT        TERMS      OK?
      113322                     11/02/08 11/02/08 11/02/08 11/02/08
                                        100.00                  0.00    0.000    30    ■




                 CORRECT Y/N, PRESS C TO CONTINUE OR  X TO EXIT
```

Review the invoice information and R/R information to ensure
   If the payment is correct, input <Y>
   If the payment is incorrect, in <N>
Press <X> if you want to exit with no action taken.

Audit Payments – cont'd

```
CAPS.EXE                                                    _ □ ×

DASA03-01-C-1010          PAYMENT    1F              CURRENCY $$
JOES CRAB SHACK                              DUE 12/02/08
1122 SEAFOOD LN                              TAX ID FOREIGN
SPAIN                                        ┌─────────────────────────┐
                                             │ MDSE          100.00    │
EXEMPT CCR? Y    CAGE/DUNS                    │ FRT             0.00    │
                                             │ DISC            0.00    │
                                             │ IP              0.00    │
                                             │ LOST            0.00    │
                                             └─────────────────────────┘

2192020                        26EB S09076 SP G4SE83 83G4SE WT3111111111110001
                    $$            100.00




                    AMOUNT OF PAYMENT US              100.00
CORRECT FOR PAYMENT (Y/N) ■
```

Review the Line of Accounting and payment computation information.

      - If correct, input <Y>

      - If incorrect, input <N>

***Remember: once payment has been certified, the auditor

Printing Vouchers

- The final step in the payment process is printing the voucher.

- Prior to printing the vouchers, ensure the audit has been done. This will assign the auditors UserID to the voucher.

- The person certifying the voucher must also sign the hard copy of the voucher.

- If the payment being made is on a contract written in foreign currency, the Flux Line of Accounting will be printed on the voucher.

Printing Vouchers

Vouchers can be printed three different ways:

- Immediate Print of Vouchers – prints all vouchers you have computed.
- Print SF 1034 EDPs – allows the user to print a specific voucher.
- Daily Reports – automatically prints any voucher not previously printed for the day during the daily report cycle at the end of each day.

The system flashes to display the printing action as vouchers are printing.

PRINTING VOUCHERS

PRINTING VOUCHERS

PRINTING VOUCHERS

PRINTING VOUCHERS

- If yes is selected, it will print all the vouchers that were input that day
- If no is selected, it will allow each contract number enter to print.

```
            SF 1034-EDP PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL
-----------------------------------------------------------------------------------------
DEPARTMENT OF THE ARMY                                    VOUCHER NO.
FT MCCOY
FT. MCCOY WI                                              DATE PREPARED   01/30/09
-----------------------------------------------------------------------------------------
CONTRACT NO./DATE DFASEU-04-A-2000 0005   01/20/04            P A I D   B Y
CAGE/DUNS                                                 Account of:
TAX ID FOREIGN                                               DSSN 1112
PAYEE'S UNIVERSAL SPROCKETS
NAME    FRAKENHEIMER STR 176                              INDIANAPOLIS IN 46249
ADDRESS 38164 FRANKFURT
        GERMANY
-----------------------------------------------------------------------------------------
DATE INVOICE RECV'D 01/15/09                      FOB:
DISCOUNT TERMS  NET     30 DAYS                        DEST
-----------------------------------------------------------------------------------------
NO./DATE                     DATE OF PERFORMANCE
OF ORDER                     INV DATE  INVRCV'D  MDSE DEL  MDSE ACPT
                                                                   FREIGHT      MERCHANDISE
-----------------------------------------------------------------------------------------
 0005  29                    01/14/09  01/15/09  01/14/09  01/14/09
                                                                   0.00          2740.00




-----------------------------------------------------------------------------------------
                                                         TOTAL: MDSE+             2740.00



                   AMOUNT VERIFIED CORRECT FOR: $$                                2740.00
                                       SIGNATURE OR INITIALS: 121/
-----------------------------------------------------------------------------------------
PAYMENT:   1FINAL                                        02/23/09
-----------------------------------------------------------------------------------------
PURSUANT TO THE AUTHORITY VESTED IN ME, I CERTIFY THAT THIS VOUCHER IS CORRECT
AND PROPER FOR PAYMENT.

AUTHORIZED CERTIFYING OFFICER                            DATE: 01/30/09
                        FOR:    JANE Q. DOE
                                MAJ, FC
                                Finance and Accounting Officer


-----------------------------------------------------------------------------------------
ACCOUNTING CLASSIFICATIONS
21420704444572436P864823084    26EB  015202  US  127A83  83127A  W50SPR53182667      40.00
21420704444572436P864823084    26EZ  015202  US  127A83  83127A  W50SPR53182667    1200.00
21420704444572436P864823084    26EZ  015202  US  127A83  83127A  W50SPR53182667    1500.00
-----------------------------------------------------------------------------------------
PAYEE:  UNIVERSAL SPROCKETS                             CASH AMT   $$             2740.00
        FRAKENHEIMER STR 176
        38164 FRANKFURT
        GERMANY
```

Alter Payment Status

- If a payment must be rejected, or changed prior to certifying and uploading the payment to DDS, the Alter Payment Status option can be used.

- Examiners must not be given access to this menu. Separation of Duties must be maintained in order to prevent users from being able to enter, compute, pay, and then delete a payment.

Alter Payment Status – cont'd
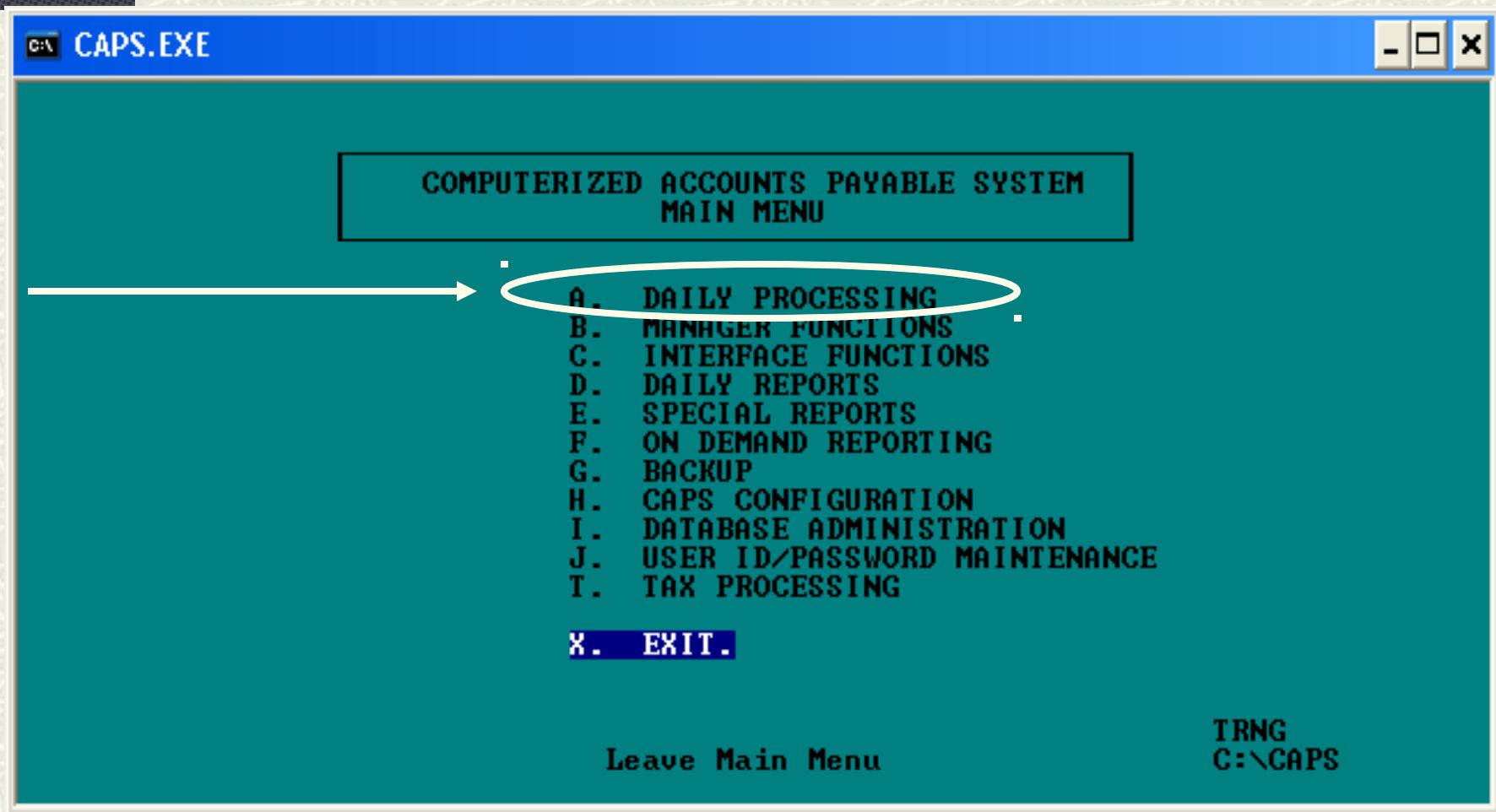
Alter Payment Status – cont'd
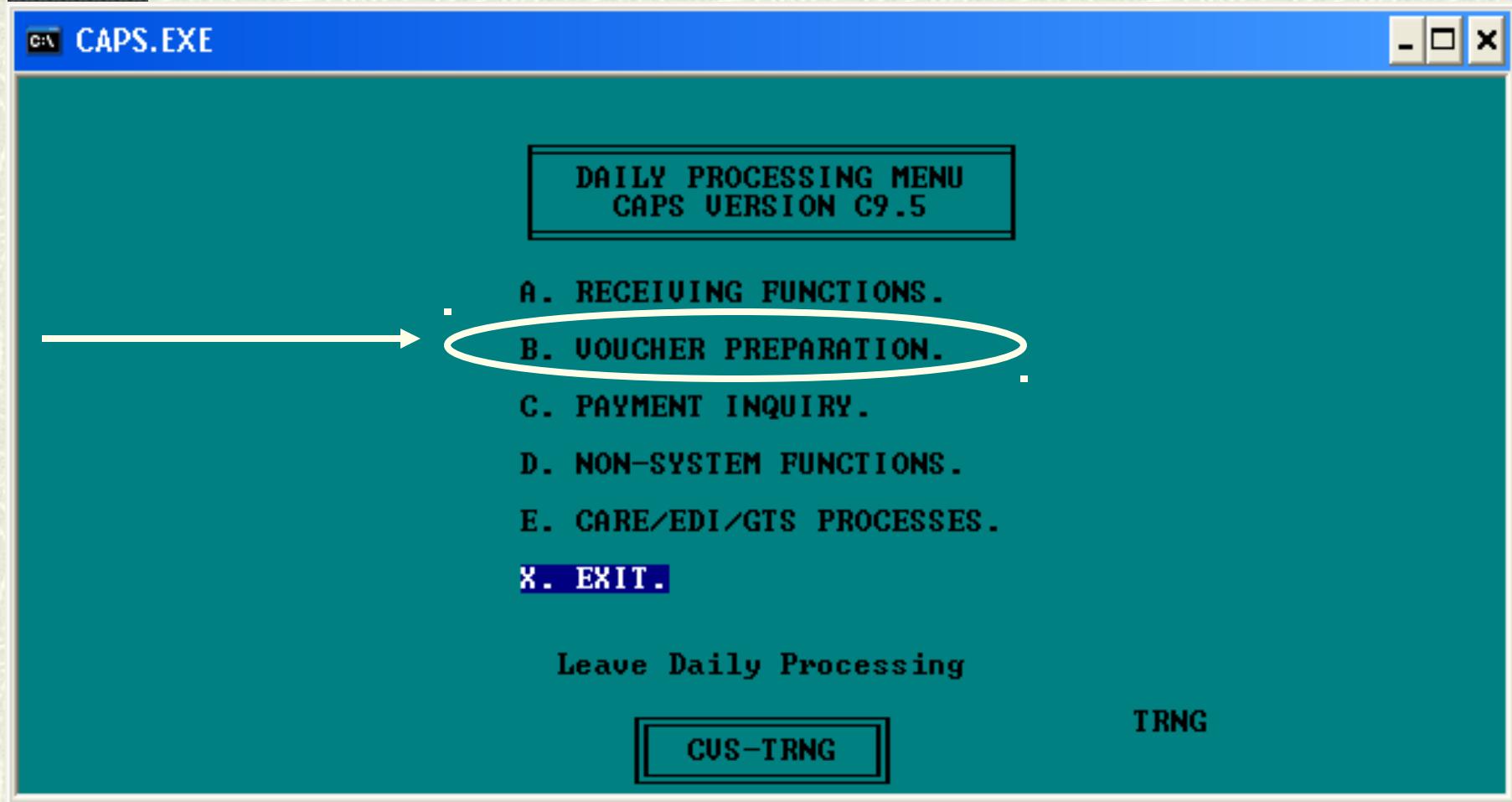
Alter Payment Status – cont'd
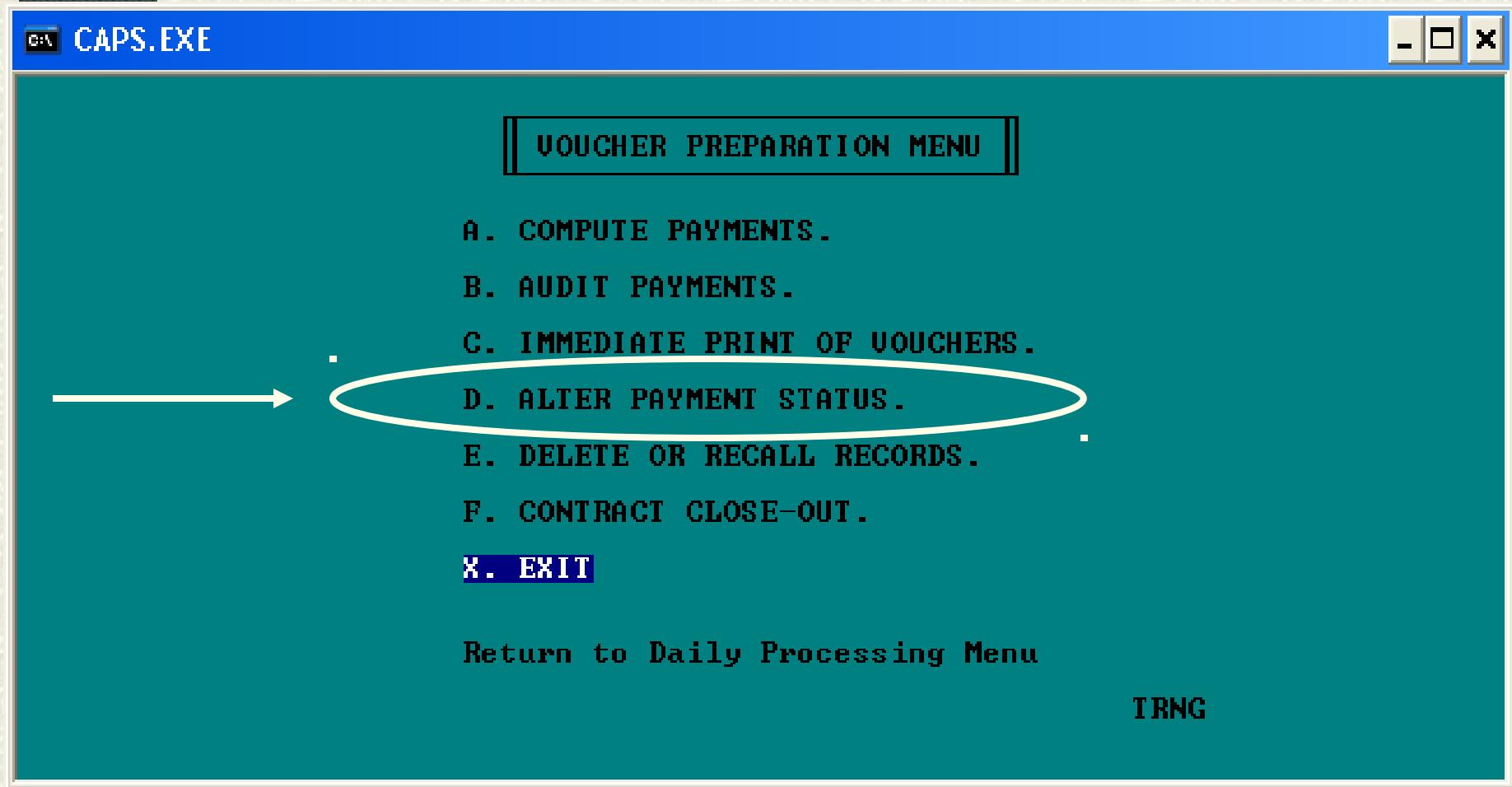
Alter Payment Status – cont'd
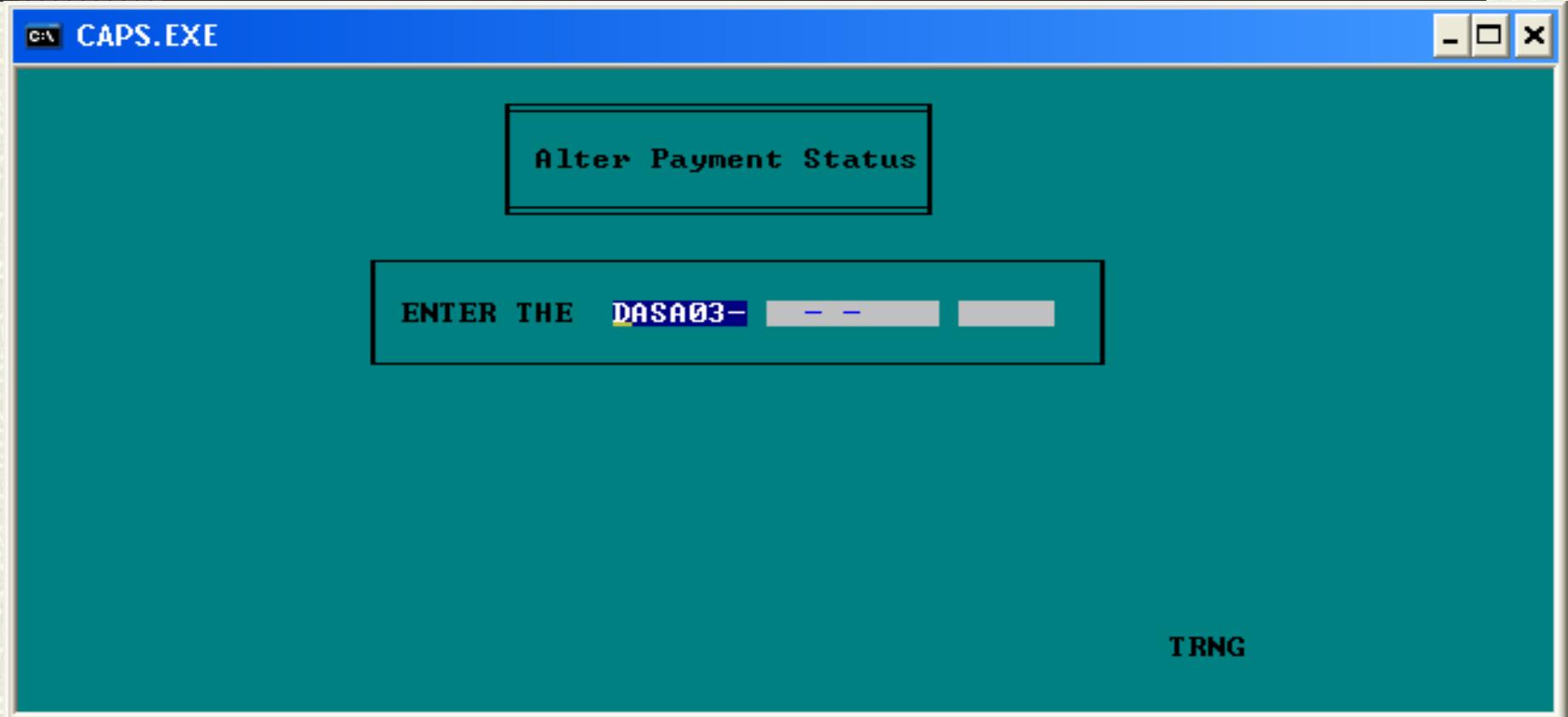
Enter the contract number of the payment that needs to be altered.

Alter Payment Status – cont'd
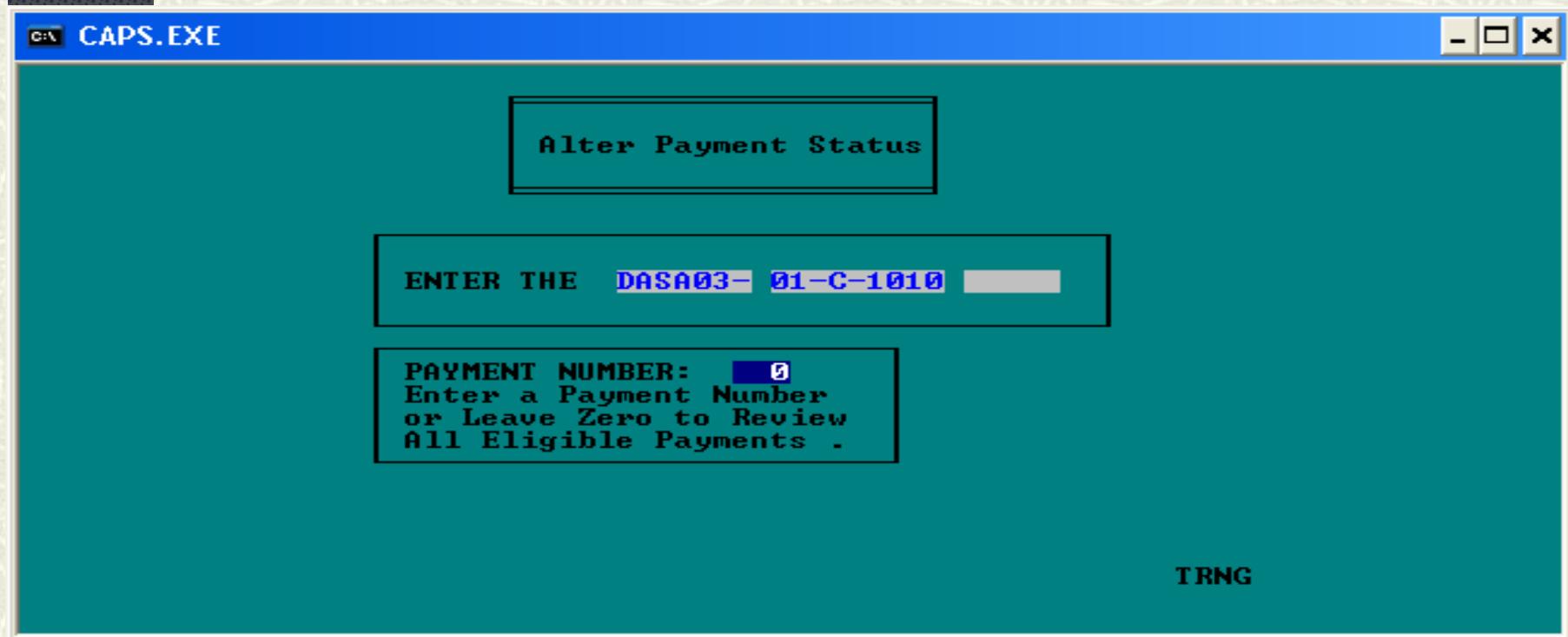
Enter the payment number that is reflected on the voucher or the Bills Register Card.
     This information is critical to ensure the correct payment is selected!!

Alter Payment Status – cont'd


```
CAPS.EXE                                                    _ □ ✕

                  Payment   1 has been AUDITED!
                      for DASA03-01-C-1010.

           Would you like to alter this payments status?   ■
```
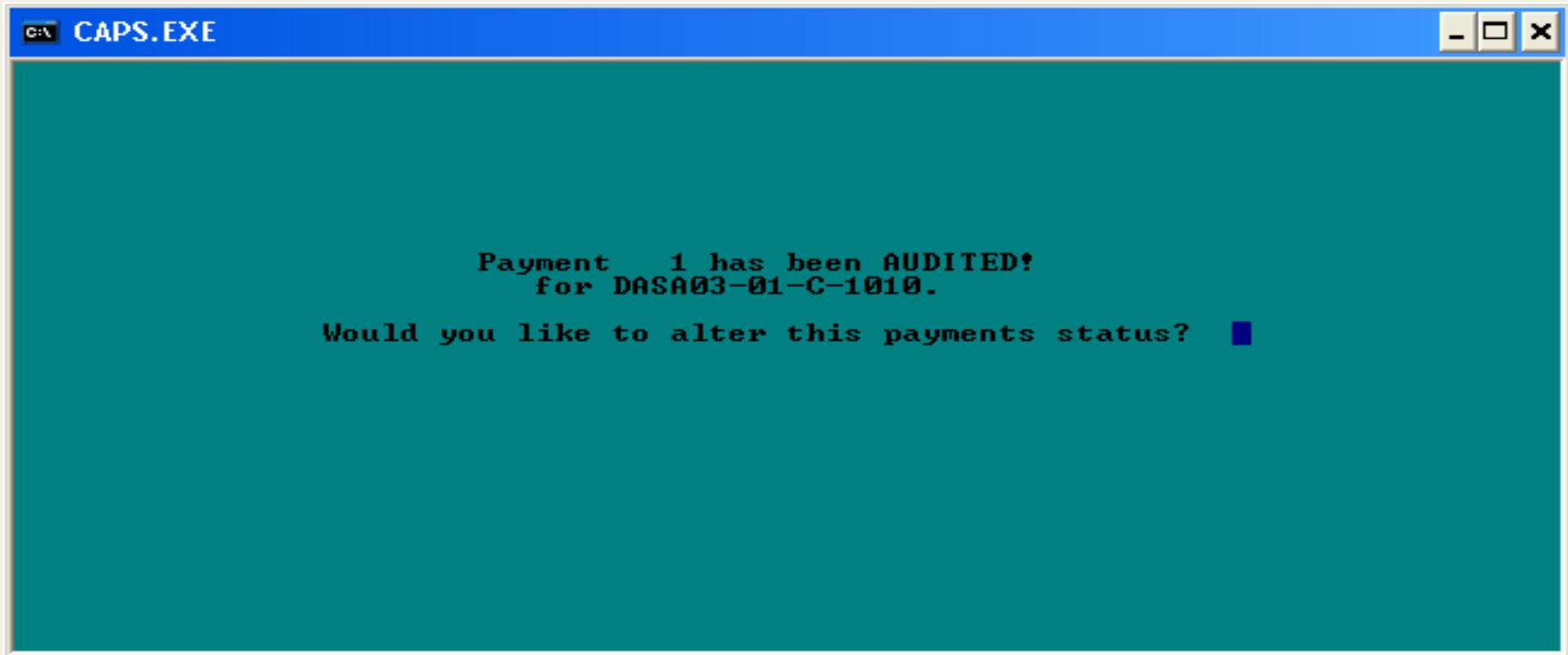
CAPS-C will display the payment status for the desired contract and payment number.
   If information is correct, enter <Y> to change payment status.
   If information is incorrect, enter <N> to exit the menu.

Alter Payment Status-cont'd


```
Select CAPS.EXE                                    _ □ ✕




                Payment    1 has been TYPED!
                    for W91GFC-08-M-1238.

        Would you like to alter this payments status?  Y



                ENTER NEW PAYMENT STATUS

                    A.   READY FOR PAY
                    B.   COMPUTED
                    C.   AUDITED
                    D.   TYPED
                    X.   ABORT
```
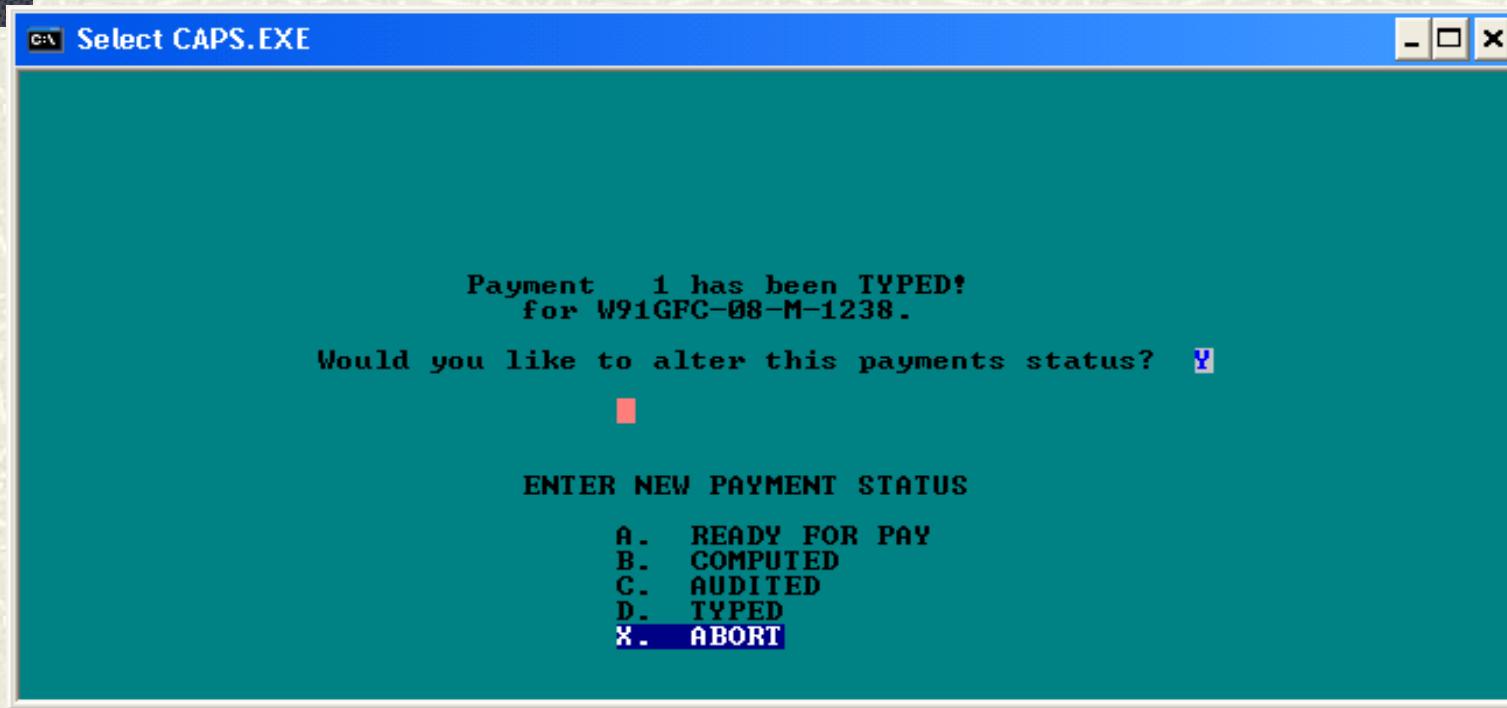
System will display the different statuses that are available:
    Ready for Pay will return the payment to an **uncomputed point**.
    Computed will return the payment to the point that it needs to **be audited**.
    Audited will return the payment to the point it needs to **be printed**.

Alter Payment Status – cont'd

```
CAPS.EXE                                                    _ □ ×



              Payment   1 has been AUDITED!
                   for DASA03-01-C-1010.

         Would you like to alter this payments status?   Y

                        PROCESSING.....


              ENTER NEW PAYMENT STATUS

                   A.   READY FOR PAY
                   B.   COMPUTED
                   C.   AUDITED

                   X.   ABORT
```
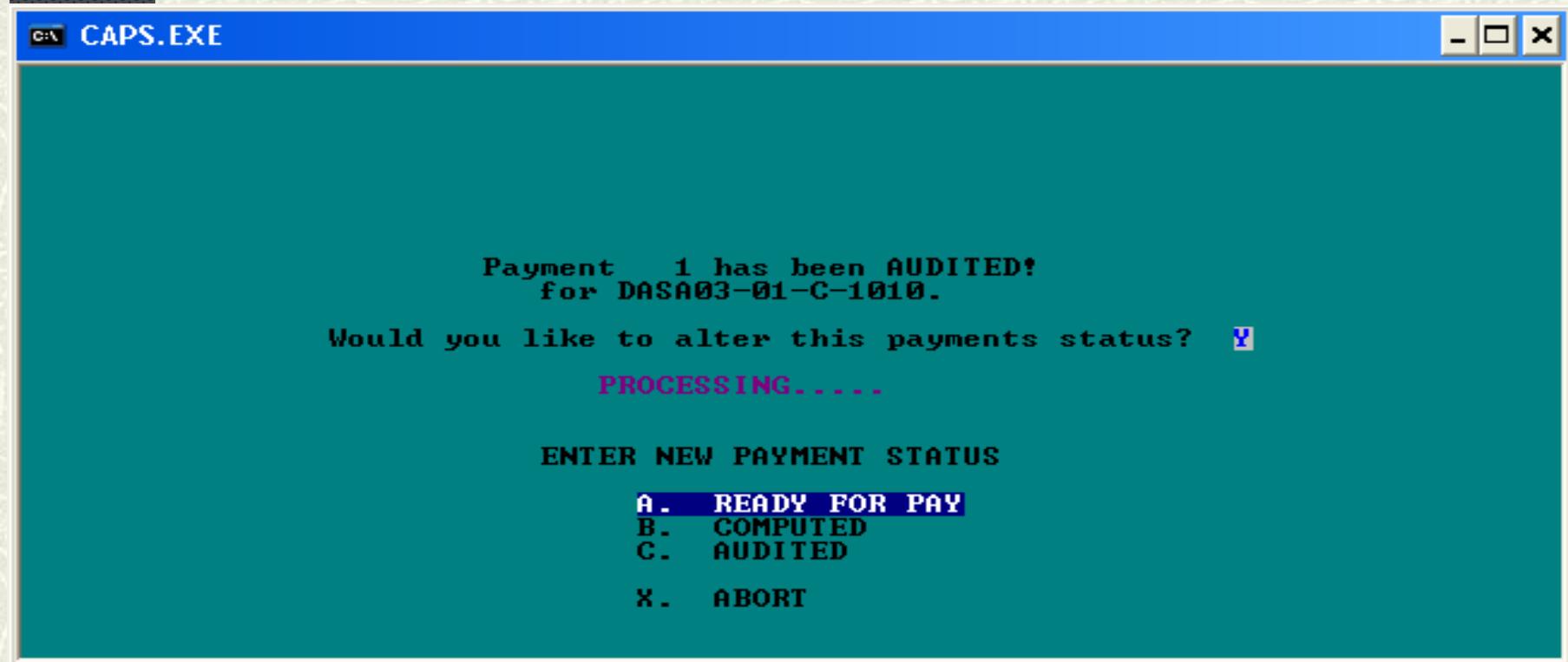
Once the desired status is chosen, the system will show that it is processing and changing the status.
Upon completion, it will return you to the enter contract number to be altered screen.

Delete or Recall Records/ Payments

- In order to maintain separation of duties, and maintain a level of internal control, examiners rarely have the ability to delete or recall incorrectly input records and payments.

- A manager can use the Delete or Recall Records option to delete incorrect records.

Delete/ Recall Payments – cont'd

CAPS.EXE

```
        COMPUTERIZED ACCOUNTS PAYABLE SYSTEM
                    MAIN MENU


            A.   DAILY PROCESSING
            B.   MANAGER FUNCTIONS
            C.   INTERFACE FUNCTIONS
            D.   DAILY REPORTS
            E.   SPECIAL REPORTS
            F.   ON DEMAND REPORTING
            G.   BACKUP
            H.   CAPS CONFIGURATION
            I.   DATABASE ADMINISTRATION
            J.   USER ID/PASSWORD MAINTENANCE
            T.   TAX PROCESSING

            X.   EXIT.



                Leave Main Menu                     TRNG
                                                    C:\CAPS
```
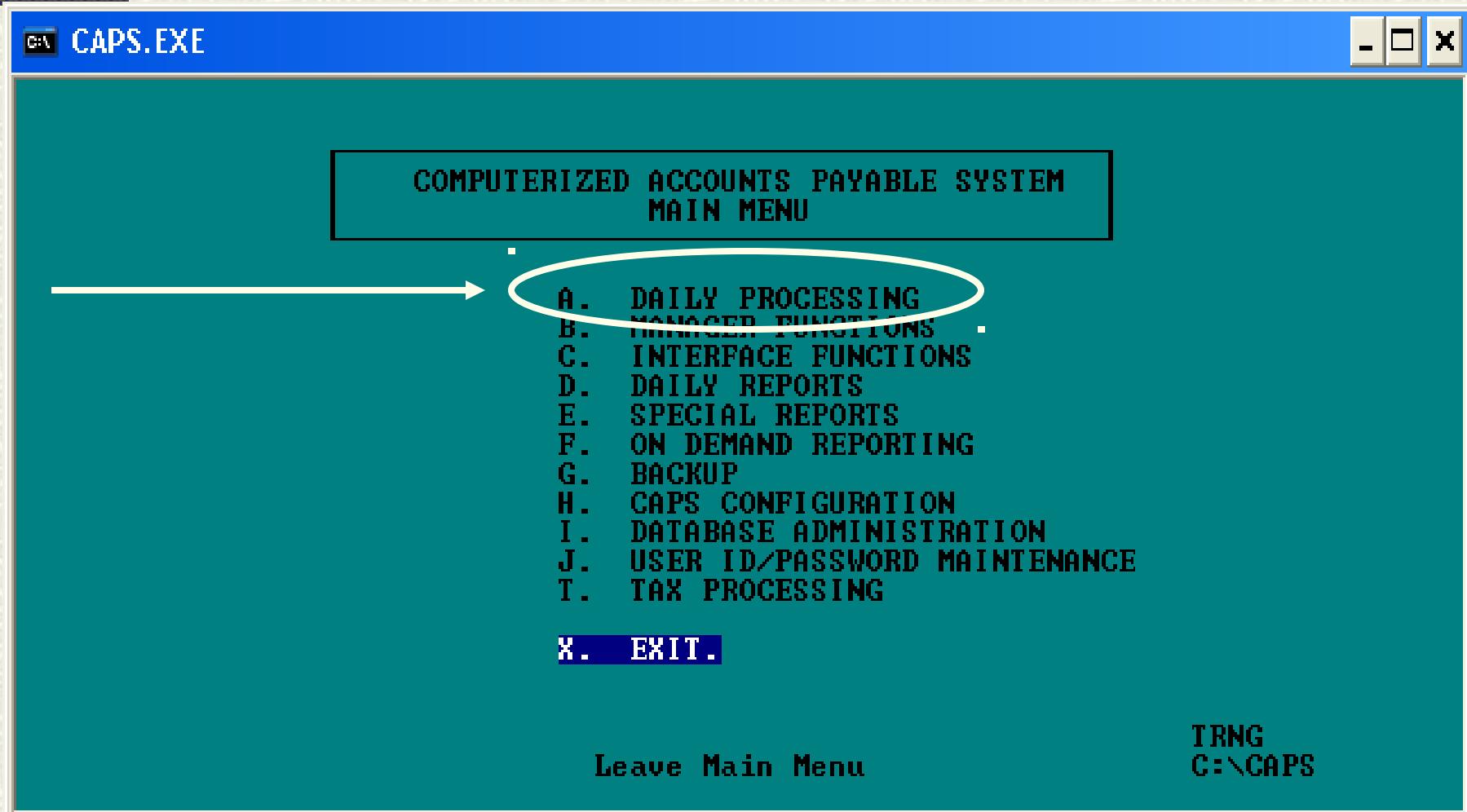
Delete/ Recall Payments – cont'd
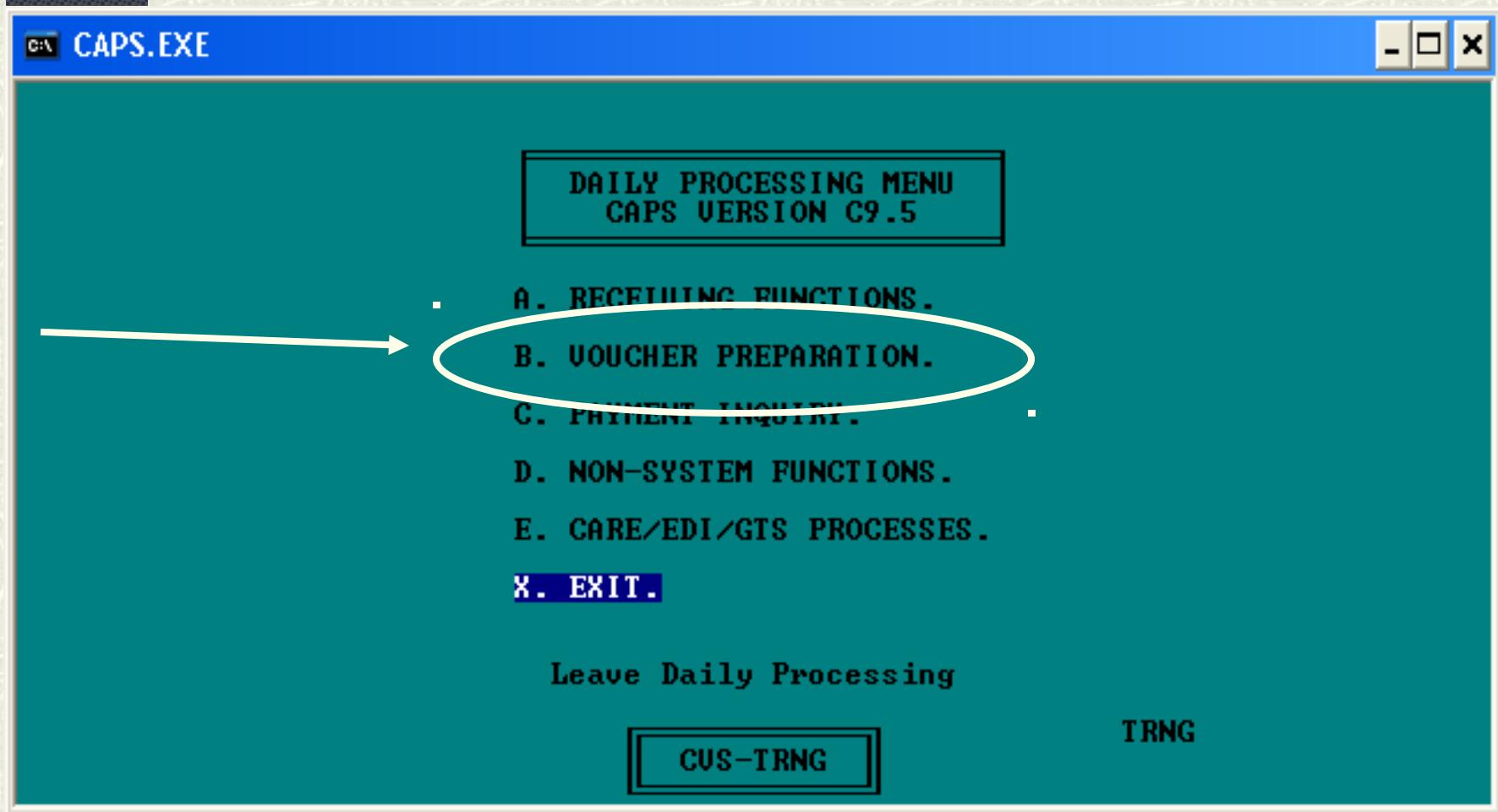
Delete/ Recall Payments – cont'd
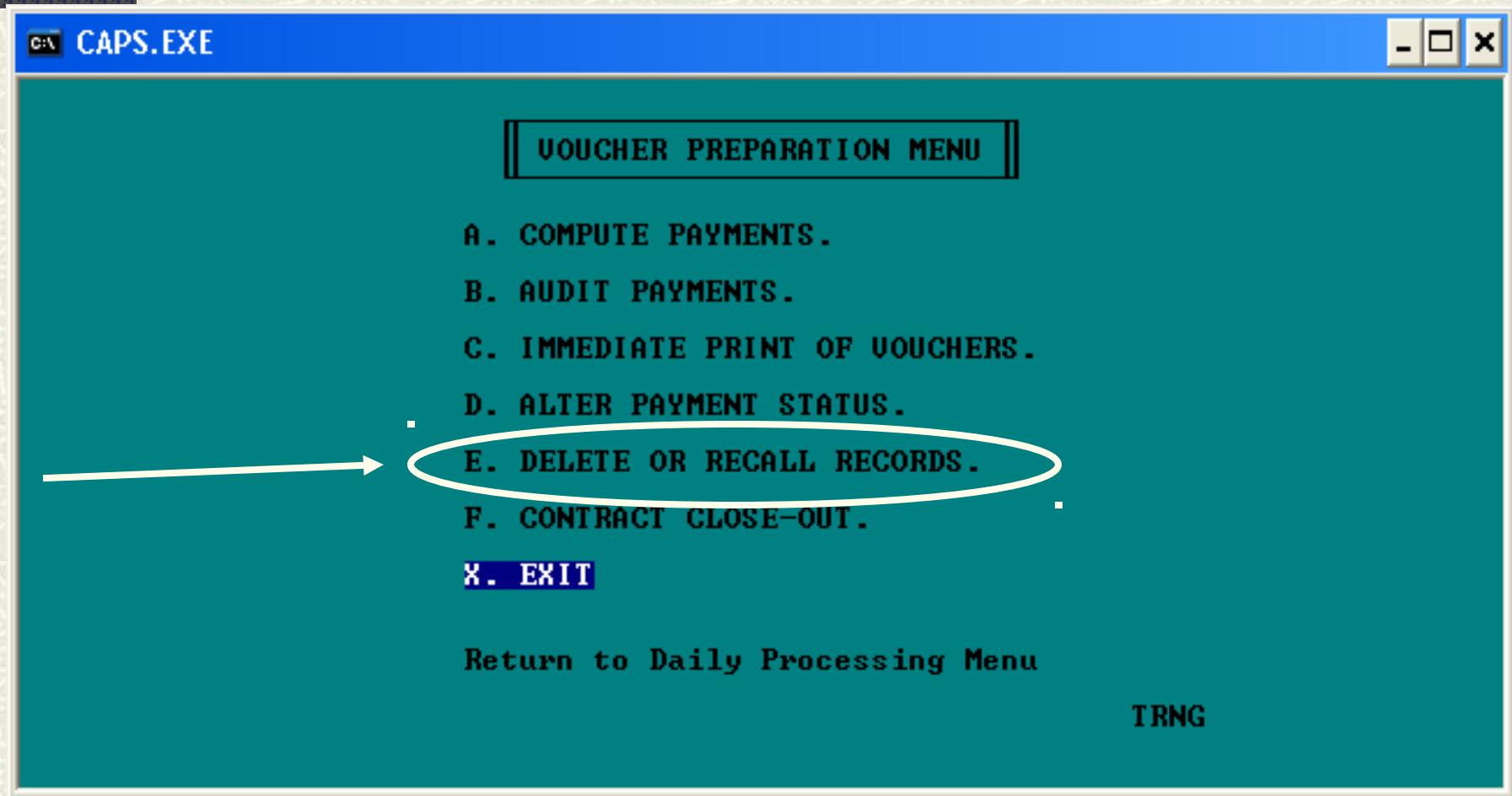
Delete/ Recall Payments – cont'd

Input the contract number of the record.
 Ensure that the correct number is entered to prevent erroneous data loss!!!

Delete/ Recall Payments – cont'd


```
CAPS.EXE                                                                    _ □ ×
F3=EXIT Box     F4=1st Box  |  PgDn=Forward   PgUp=Backward  |  F7=Toggle Delete
                         ┤ PURCHASE ORDER/CONTRACT DATA ├
DASA03-01-C-1010           MOD          PODATE 11/01/08 TERMS  0.000  30 DAYS SPID
 FOB DEST                               SHIPTO WK4FST      CURRENCY US
 EXEMPT CCR? Y CAGE/DUNS:               TAXID FOREIGN         W/H TAX N
 JOES CRAB SHACK                  CORPORATE STATUS
 1122 SEAFOOD LN                 AMT INDICATOR                Foreign Vendor
                                 EQUIPMENT DUE IN     /   /
 SPAIN                           PO RCVD 11/02/08 AMT              100.00

┤ Invoice and Receipt Data ├                    ┤ Bills Register ├
TERMS    0.000    30              AUDITED    R   PMT     1F BY 902                 R
INV NBR 113322                         1F   MDS            100.00   DOV
INV  DATE    11/02/08 MDS         100.00    FRT              0.00 CK NBR
BT     0    /   /    DUE 12/02/08           TAX              0.00 CK DATE    /   /
INV  RCVD   11/02/08 FRT           0.00     DISC             0.00              100.00
MDSE DEL    11/02/08                        IP               0.00    CHG    REASON
MDSE ACPT   11/02/08 RR RCVD   11/02/08     LOST             0.00    CHG    REASON

                    ┤ Accounting Classification Data ├
 2192020                        26EB S09076 SP G4SE83 83G4SE WT311111111111
                                    CLIN 0001      #   1
 PMT    1 LINE AMT          100.00 PD AMT          100.00 BAL              0.00
```

Use F3 to move to the different boxes. Highlight the specific item (invoices/receiving reports or contract box) that needs to be deleted.
Use PgUp or PgDn to select different records.

Delete/ Recall Payments – cont'd

Once the targeted payment or record has been selected, press <F7> to delete the record.
DEL will be displayed next to the payment number field.

If a payment is in a computed or audited status, it can not be deleted. The payment status must first be altered.

Module 6

Manager Functions, Local Data Table Maintenance, and System Back-Up in

CAPS-C

Manager Functions Menu

Manager Functions Menus


```
          ┌─────────────────────────────────┐
          │    MANAGER FUNCTIONS MENU       │
          │      CAPS Version C9.5          │
          └─────────────────────────────────┘

     A.  CHANGE LOCAL UNIQUE VARIABLES.

     B.  PACK DATABASE.

     C.  LOCAL DATA TABLE MAINTENANCE.

     D.  SPAWN DATASET COPY.

     E.  RECEIVE IN REPOSITORY.

     X.  EXIT.



              Leave Manager

          ┌─────────────────────┐
          │     CVS-TRNG        │          TRNG
          └─────────────────────┘
```
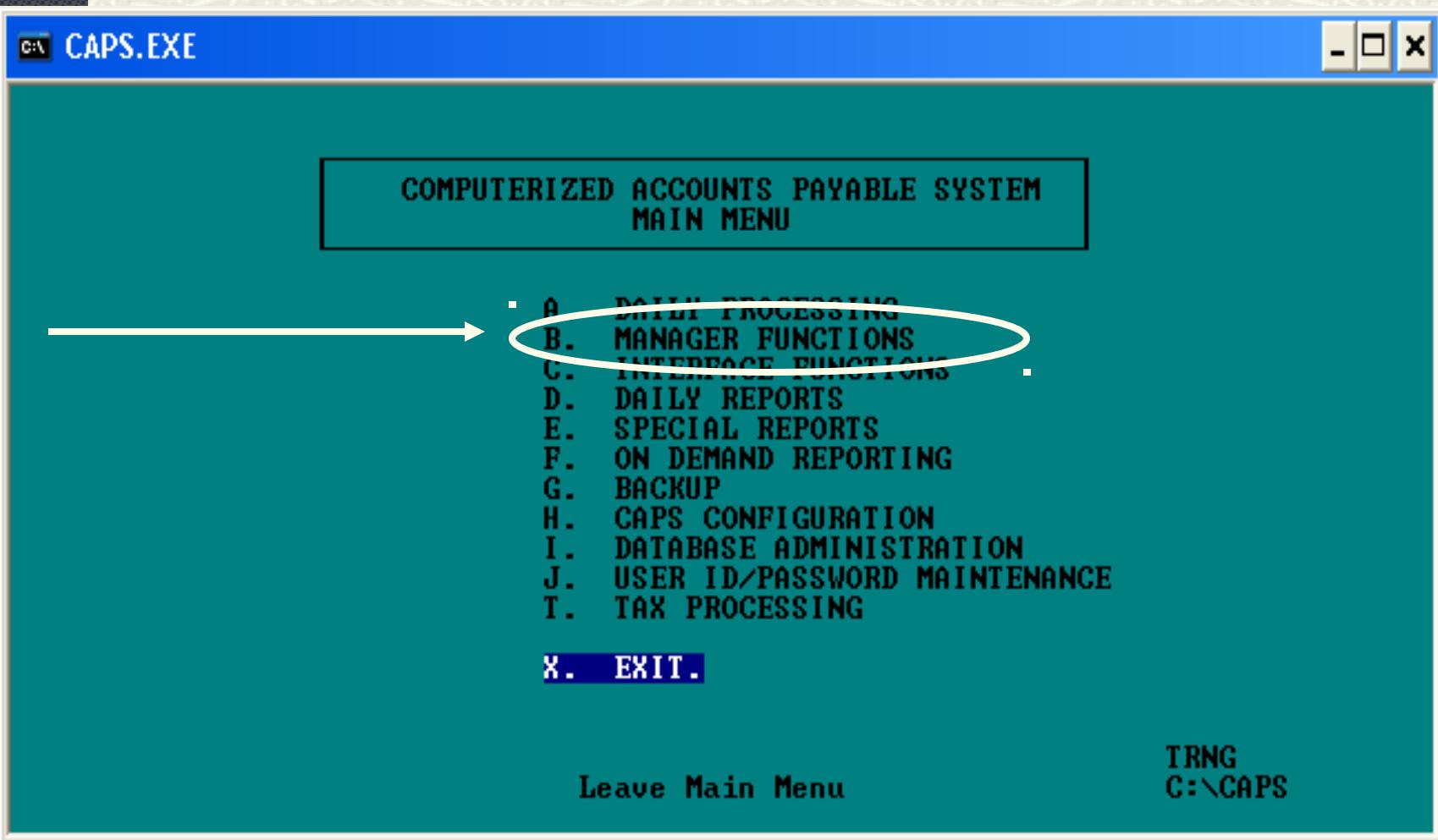
These are the basic different capabilities present within the Manage
    In order to access this menu, managers must be given permi
    Access to these menus must be strictly controlled and limited

Change Local Unique Variables

Change Local Unique Variables – Screen 1
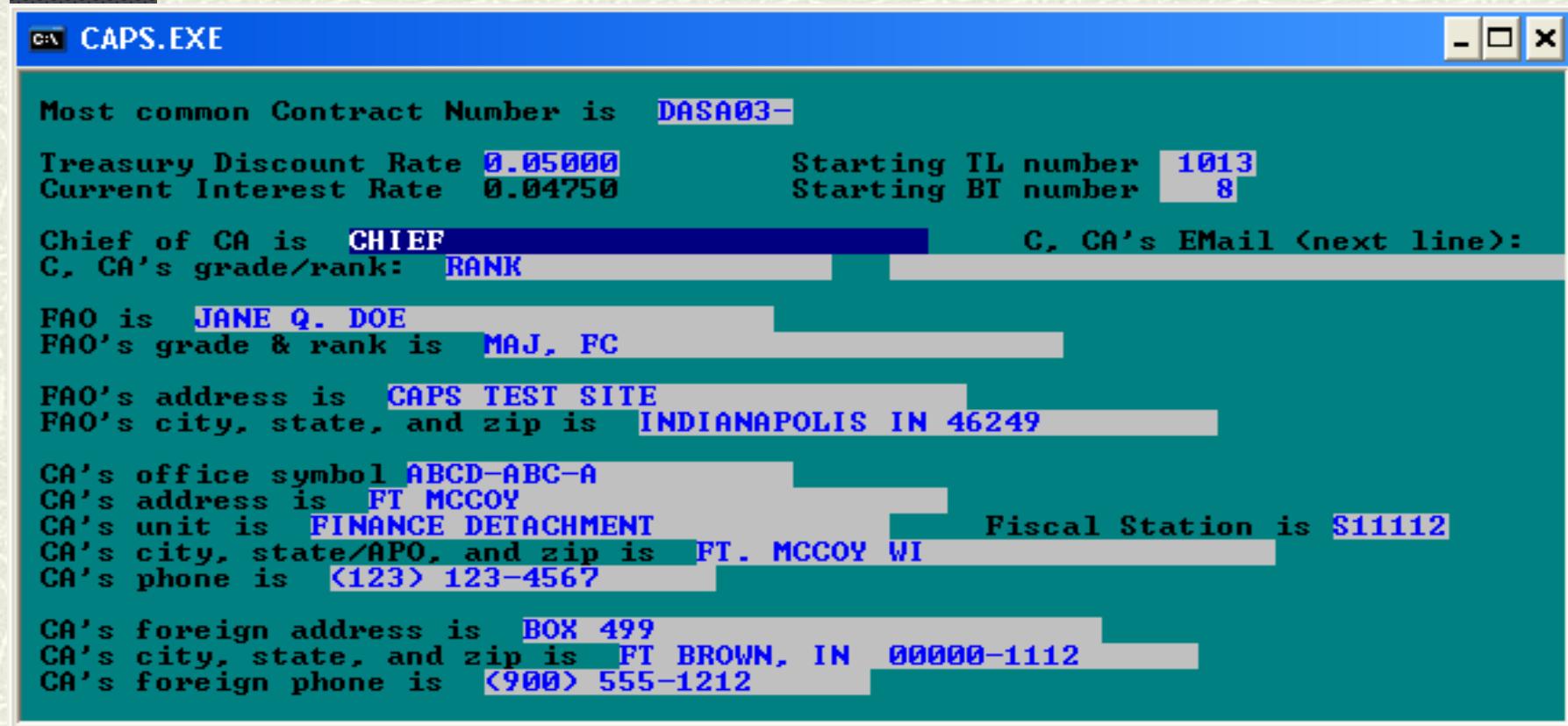
This menu allows the manager to change basic information relating Office set-up.

Change Local Unique Variables – Screen 2


```
CAPS.EXE                                                          _ □ ×

DSSN 1112          EDI Routing Number          FEDERAL EIN 37-9999999
DEFAULT DOMESTIC INTEREST EOR 43A              TAX PERCENTAGE 25.0000
 DEFAULT FOREIGN INTEREST EOR 43G              COUNTRY CODE  US



Stock Fund Account 97X4930.AC25                Disbursing Ofc RTN
Tax Account      21X6875
                 EOR TEOE          JO TAPC00   CCC 00TAPC

Normal Pymt Suspense   5 Discount Pymt Suspense   5 Disbursement Lag 30
DOV Posting Lag  2        FAO Late Requests    2

Generate 1ST LATE LETTER 15 DAYS After Receipt of the Invoice.
Generate 2ND LATE LETTER 10 DAYS After Printing of First Letter.
Generate 3RD (AND FINAL) LATE LETTER 10 DAYS After Printing of Second Letter.


Print Comments
```

Disbursing Lag is important to a manager. Because the PPA does not apply in a
contingency environment, payments can be made as soon as possible. When an

Change Local Unique Variable
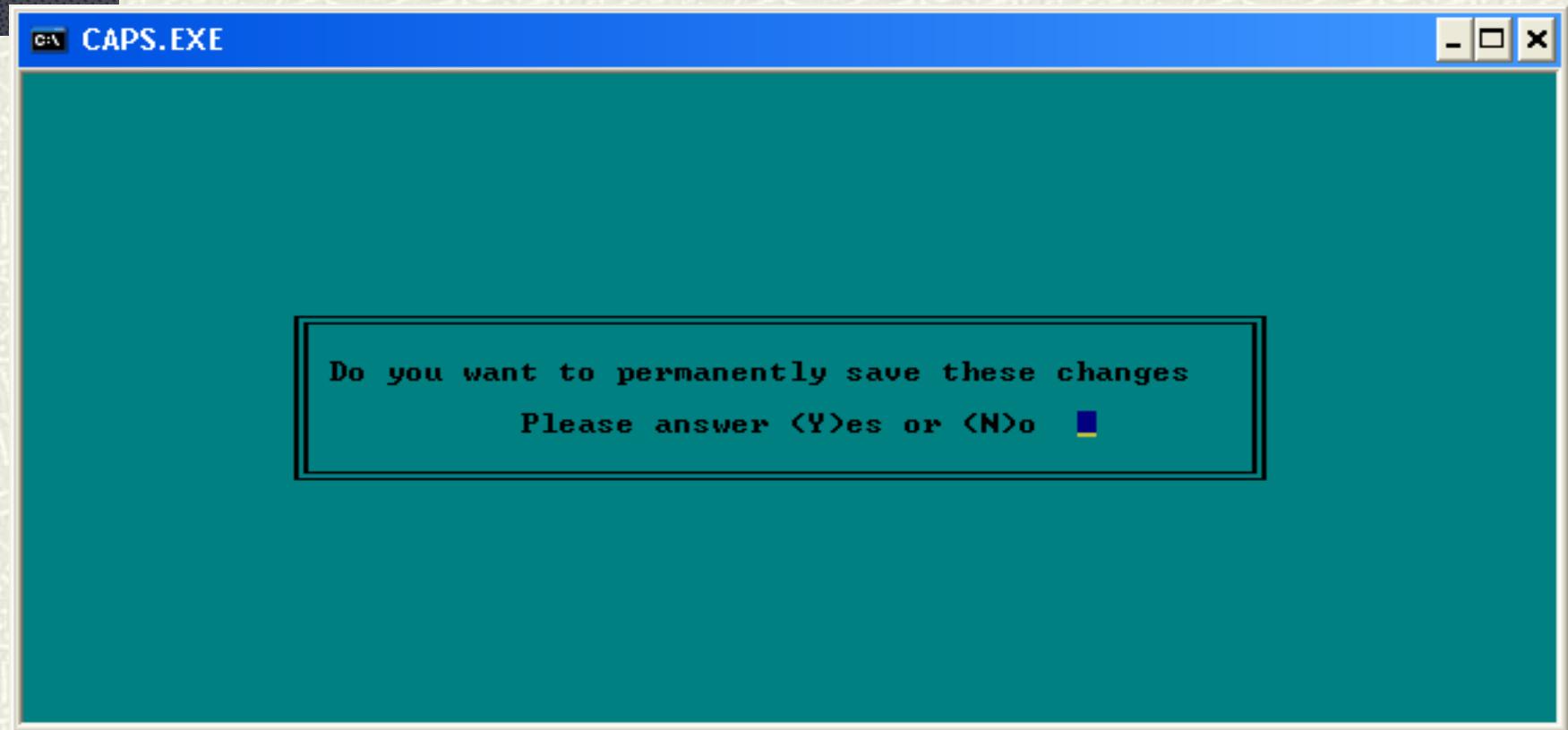
If changes were made, enter <Y> to save.

Pack Database

CAPS.EXE

```
         MANAGER FUNCTIONS MENU
            CAPS Version C9.5

   A. CHANGE LOCAL UNIQUE VARIABLES.
   B. PACK DATABASE.
   C. LOCAL DATA TABLE MAINTENANCE.
   D. SPAWN DATASET COPY.
   E. RECEIVE IN REPOSITORY.
   X. EXIT.



        Leave Manager
                                          TRNG
         CUS-TRNG
```
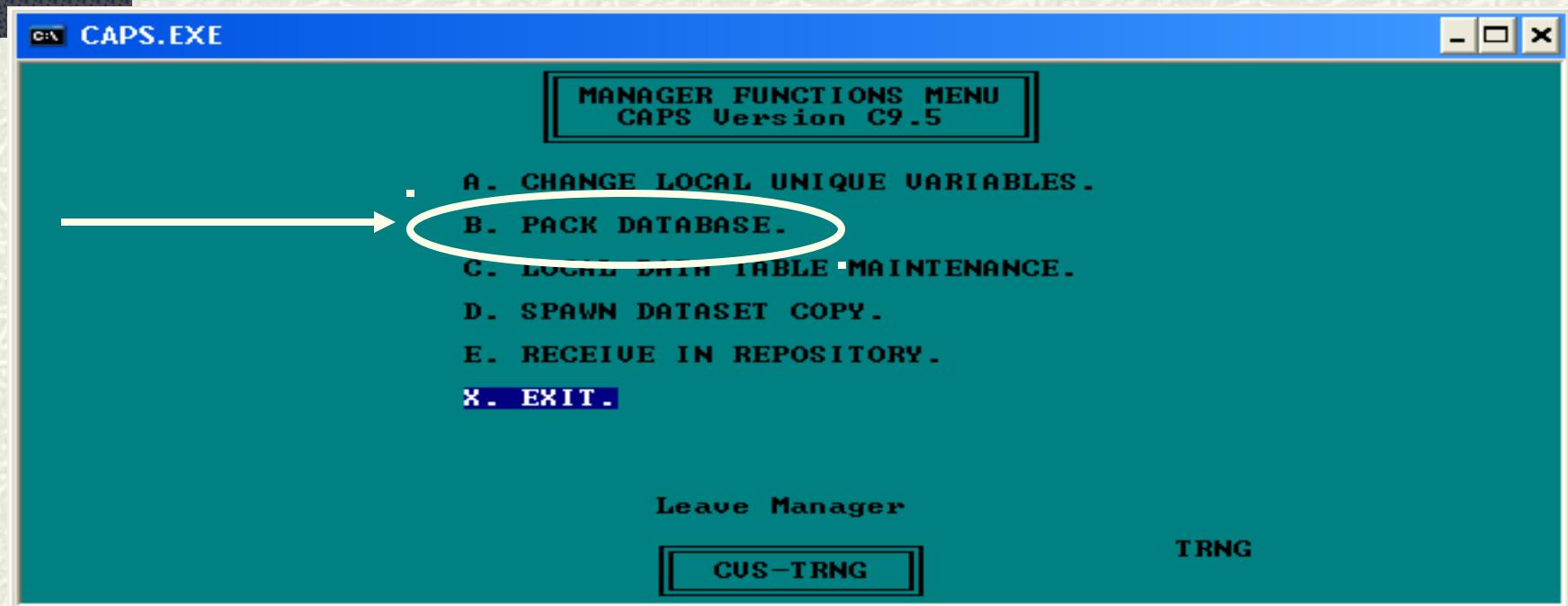
The pack database function allows a manager to optimize the CAPS-C database.

The utility will essentially defrag the database, making it more compact and streamlined. This will cause less chance of loss of data and other crashes.

Pack Database – cont'd


```
CAPS.EXE                                               _ □ ✕

                  ┌───────────────────────────────┐
                  │ PACK DATABASE MENU            │
                  └───────────────────────────────┘


         A.   SORT DATABASE, UPDATE INDEXES.

         B.   RECOVER LOST DISK SPACE, UPDATE INDEXES.

         C.   UPDATE CAPS DATABASE INDEXES.

         D.   UPDATE SPECIFIC INDEXES.

         X.   EXIT.





                    Return to Previous Menu
```
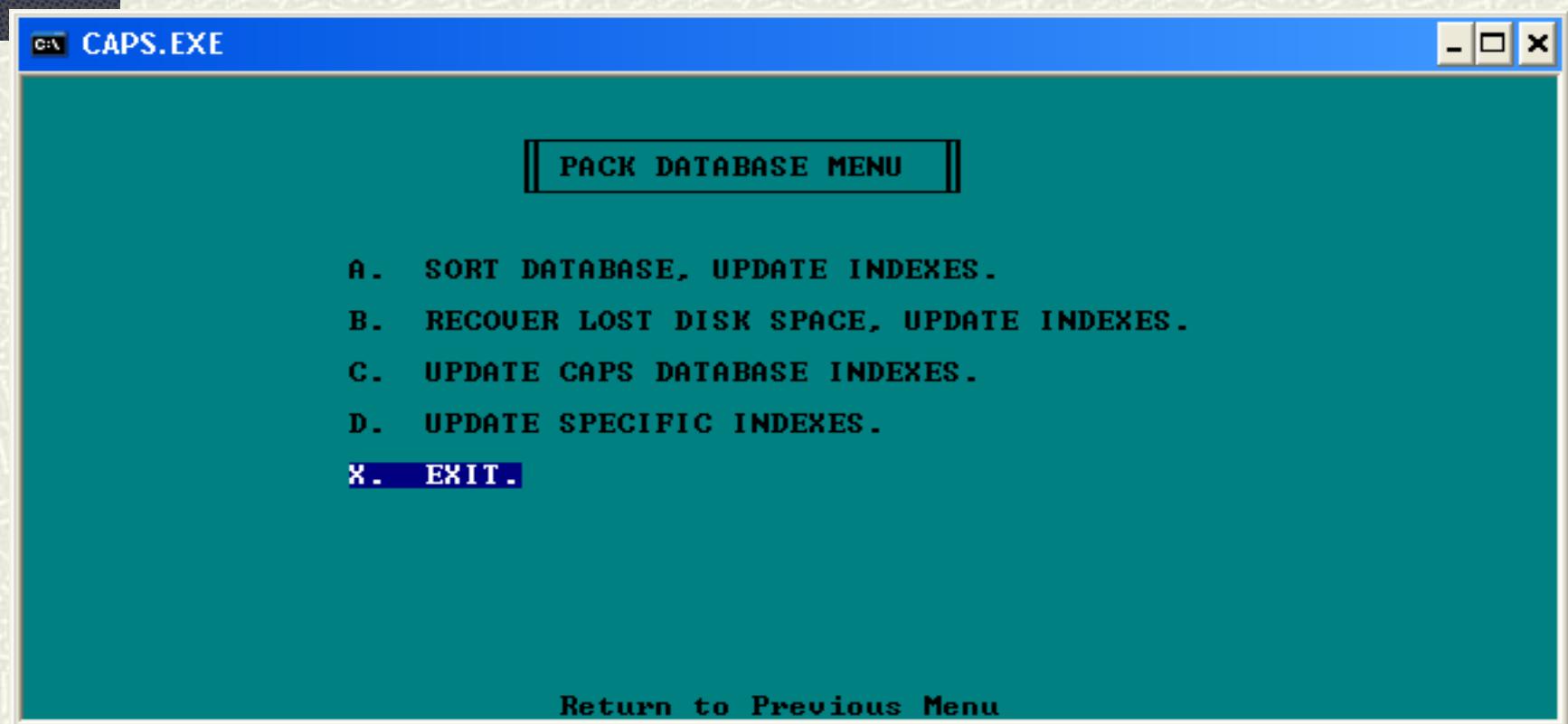
Local Data Table Maintenance
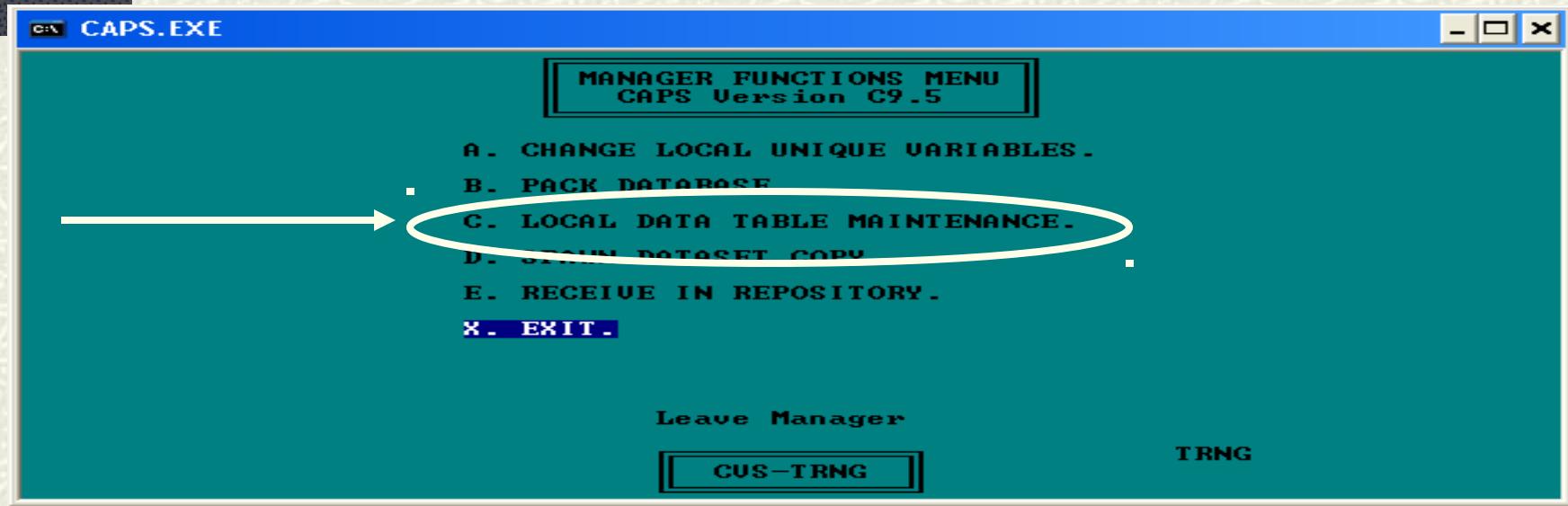
Local Data Table Maintenance allows Managers to update different areas of CAPS-C to include:
-Receiving Activity Codes
-Voucher Comments
-Voucher Error Codes
-Loading Daily Exchange Rates for Foreign Currency
-Loading Flux Lines of Accounting

Update Receiving Activity Codes

Adding Receiving Activity Codes

```
CAPS.EXE                                                        _ □ ×
^End to Exit
Code                     Address
01000010   DEH FORT DEVENS                    OFFICER IN CHARGE
           DEH                                FORT DEVENS, MA 01433
11111111   GGGGG

CHR567     DA ATTN: AFZT-CP                   FORT DIX, NJ 08640-6900
           BLDG 6043
PRECERT    PRECERT IMPAC RA                   DO NOT REMOVE

W16BER     DA ATTN: AFZT-CP BLDG 6043         FORT DIX, NJ 08640-6900

W74MYG     PROPERTY MANAGEMENT BRANCH         SILVER SPRING, MD 00910-2483
           2461 LINDEN LANE
W80SPR     DEH BUILDING 10                    FORT DEVENS, MA 01433

W80YCU     DA TRANSPORTATION DEPT             FORT HARRISON, IN 46216

W90KU7     HQ 7TH ARCOM,                      TOMPKINS BKS./FRIEDRICHSFELDER
           GEBAUDE 4222, ZIMMRT 233           F 68723 DUHERTZINGEN
WJMABC     482 TRAN/SATO                      FORT HARRISON, IN 46216-5173
           8899 56TH STREET
                        Add New Records? (Y/N) ■
```

-Once in the Receiving Activity List, press <CTRL+END>.

-When prompted, input <Y> for add new records.

-Input the new Receiving Activity DODAAC listed on the Contract.

Voucher Comment List
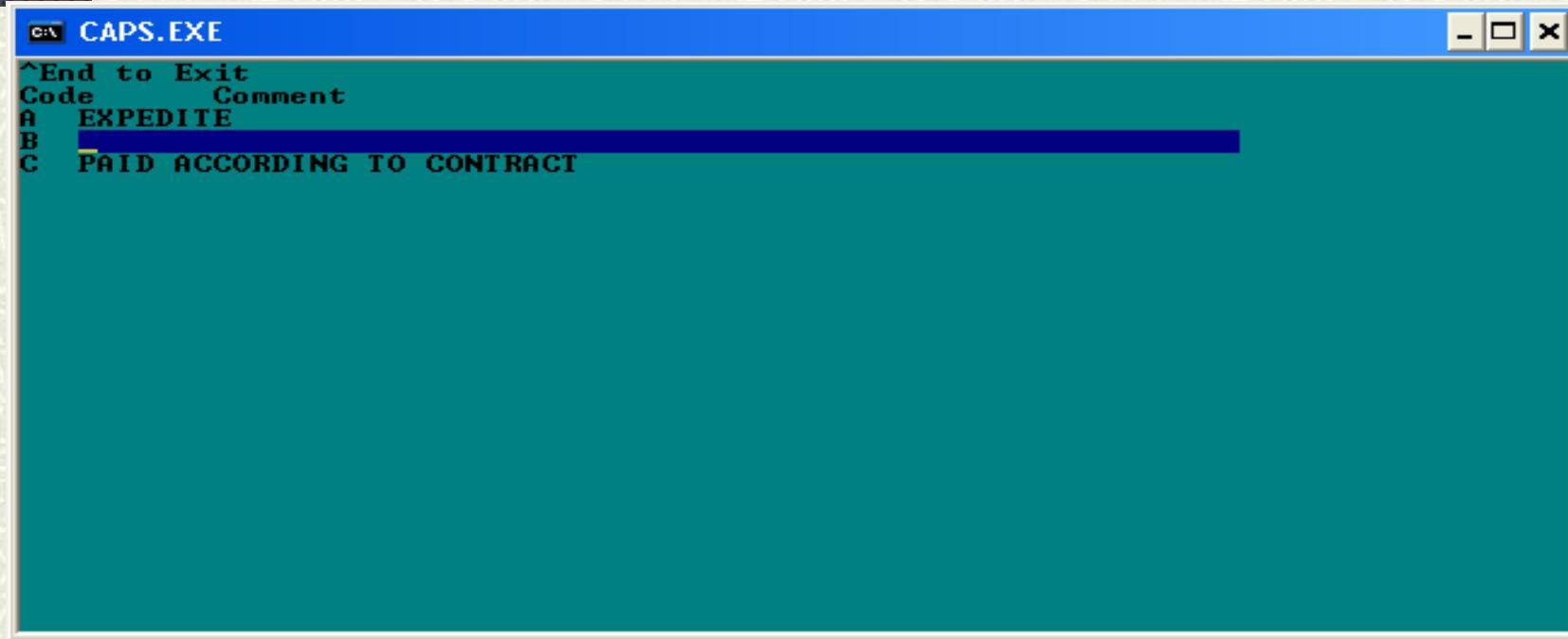
Voucher Comment List

-**To load a new voucher comment,either enter in an empty field, select <Y> to add new records.**
-**All payment made in Afghani to Afghani Finanical Institutions must have**
   FOR SVCS/ EQUIPMENT RENDERED.

Voucher Error Comment List


```
  CAPS.EXE                                              _ □ ×

              ┌─────────────────────────┐
              │   LOCAL DATA TABLE      │
              │      MAINTENANCE        │
              └─────────────────────────┘


        A. RECEIVING ACTIVITY LIST.
        B. CONTRACTING SITE LIST.
        C. PRECERTIFIED ACCOUNT SITE INFO.
        D. INTEREST PENALTY CHARGE LIST.
        E. VOUCHER COMMENT LIST.
        F. ERROR ASSIGNMENT LIST.
        G. EFT REJECT/CORRECTION LIST.
        H. INTEREST RATE TABLE.
        I. ROTATING HOLIDAY TABLE.
        J. FOREIGN CURRENCY FLUX TABLE.
        K. FOREIGN CURRENCY DAILY RATE TABLE.
        X. EXIT.


                                              TRNG

          Return to Manager Menu
```

Voucher Comment List

```
CAPS.EXE                                                    _ □ ×
^End to Exit
Code        Type of Error
A    CONTRACT NOT AVAILABLE IN PAYING OFFICE
B    RECEIVING DOUCMENT LATE
C    DELAY IN OBTAINING INVOICE
D    DISCOUNT TAKEN IN ERROR
E    FAILURE TO NOTIFY VENDOR OF IMPROPER INVOICE
F    DELAY CAUSED BY ADP PROBLEMS
G    OTHER DELAYS IN PAYING OFFICE
H    POSTAL SERVICE DELAYS
```

-**To load a new voucher comment, either enter in an empty field or select <Y> to add new records.**
-**Enter the code and reason for error**

Load New Foreign Currency/ Set Daily Exchange Rate
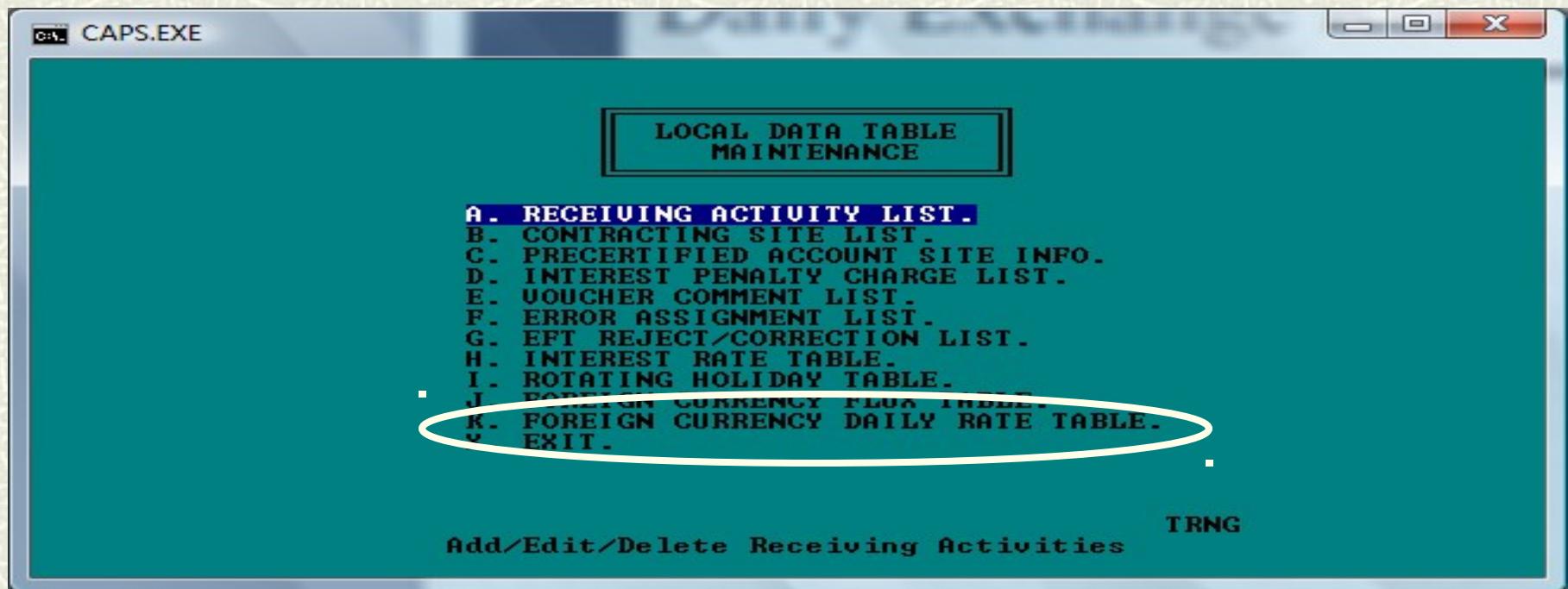
- To Load a new foreign currency or set the daily exchange rate, you will enter the same menu within CAPS-C.
- The daily exchange rate must be updated every day. Do not assume it hasn't changed just because you didn't receive information. You must verify!!!

Add Foreign Currency

```
CAPS.EXE                                                              ⬚ ▢ ✕

^End to Exit                        PRESS F1 FOR EURO RATES
Curr/ISO        Country        Daily Rate    Use Decimals?/Length   EURO Rate
   BP/        BRITISH POUND       0.67485491      T              2   NONE
   DM/DEM     GERMAN MARK         1.54002054      T              2        1.95583000
   EO/EUR     EURO LEGACY         0.78740000      T              2   NONE
   ER/EUR     EURO               0.78740000      T              2   NONE
   FR/FRP     FRENCH FRANC        5.16500542      T              2        6.55957000
   ID/        IRAQI DINAR         3.32400000      T              2   NONE
   KD/        KUWAITI DINAR       0.29000000      T              3   NONE
   KM/        BOSNIA-HERZEGOU     2.20870000      T              2   NONE
   QR/        QATAR RIALS         0.31200000      T              2   NONE
```

-CAPS-C will not allow you to enter a currency for a contract if it is not pre-loaded.
-Once at this screen, press <CTRL+END>. When is asks to add new records, enter <Y>

Add Foreign Currency

-You must ensure that the currency code you are inputting matches what Disbursing has loaded in DDS (AF for cash payments, F1 for EFT, etc.)
-In the country column, load the currency type.
-In the Daily Rate column, enter the exchange rate for that day.
-Enter <T> to use decimals. The length column is for how many

Change Daily Exchange Rate


```
CAPS.EXE

^End to Exit                              PRESS F1 FOR EURO RATES
Curr/ISO        Country          Daily Rate    Use Decimals?/Length    EURO Rate
  BP/         BRITISH POUND      0.67485491      I              2        NONE
  DM/DEM      GERMAN MARK        1.54002054      I              2         1.95583000
  EO/EUR      EURO LEGACY        0.78740000      I              2        NONE
  ER/EUR      EURO              0.78740000      I              2        NONE
  FR/FRF      FRENCH FRANC       5.16500542      I              2         6.55957000
  ID/         IRAQI DINAR        3.32400000      I              2        NONE
  KD/         KUWAITI DINAR      0.29000000      I              3        NONE
  KM/         BOSNIA-HERZEGOV    2.20870000      I              2        NONE
  QR/         QATAR RIALS        0.31200000      I              2        NONE
```

-To change the Daily Exchange Rate, enter to the currency that you wish to change.
-Highlight the Daily Rate column. Enter the new exchange rate.
-Press <CTRL+END> to return to the Local Data Table Maintenance Menu.

Add Flux Lines of Accounting


```
CAPS.EXE

                LOCAL DATA TABLE
                  MAINTENANCE

        A.  RECEIVING ACTIVITY LIST.
        B.  CONTRACTING SITE LIST.
        C.  PRECERTIFIED ACCOUNT SITE INFO.
        D.  INTEREST PENALTY CHARGE LIST.
        E.  VOUCHER COMMENT LIST.
        F.  ERROR ASSIGNMENT LIST.
        G.  EFT REJECT/CORRECTION LIST.
        H.  INTEREST RATE TABLE.
        I.  ROTATING HOLIDAY TABLE.
        J.  FOREIGN CURRENCY FLUX TABLE.
        K.  FOREIGN CURRENCY DAILY RATE TABLE.
        X.  EXIT.


                                              TRNG

        Return to Manager Menu
```

-Because Foreign Currencies fluctuate on a Daily Basis, a Flux line must be loaded.
-The flux lines are issued by CENTCOM C8, and only apply for CENTCOM funded contracts.

Add Flux Lines of Accounting
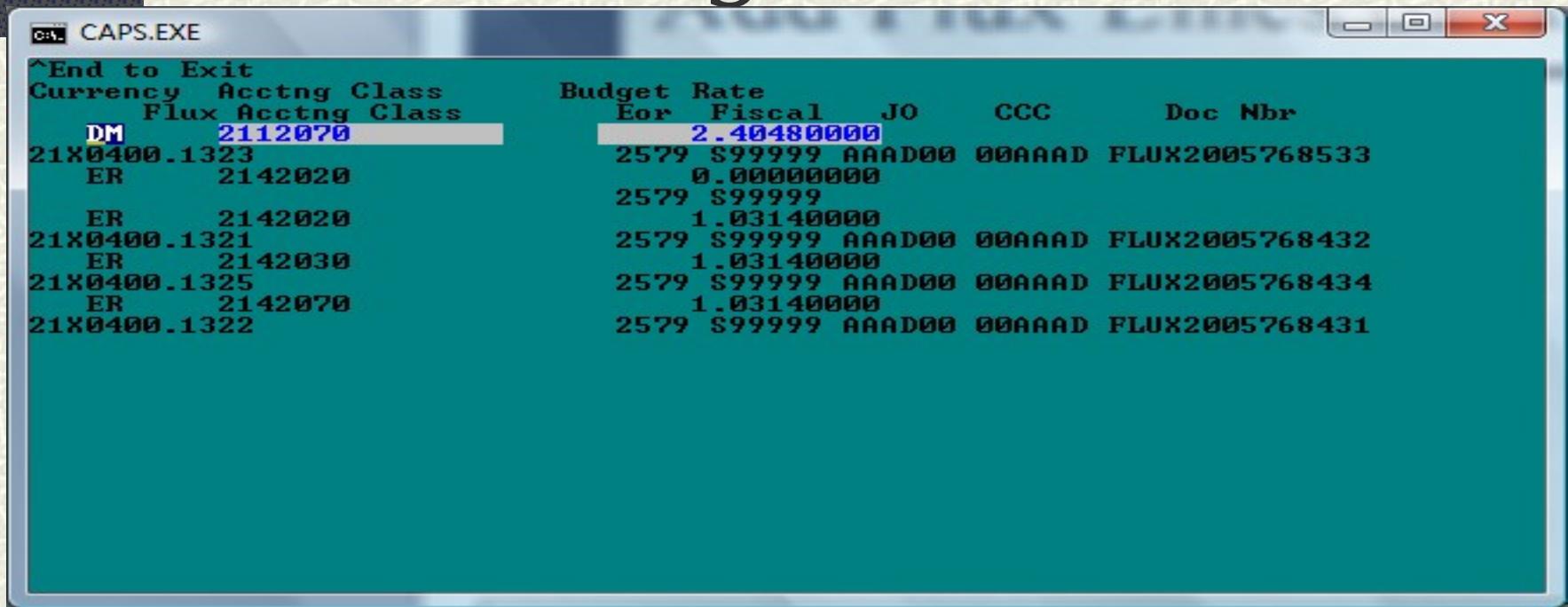

```
CAPS.EXE                                                        [ _ ][ □ ][ X ]

^End to Exit
Currency   Acctng Class       Budget Rate
       Flux Acctng Class       Eor   Fiscal    JO      CCC      Doc Nbr
     DM      2112070                   2.40480000
21X0400.1323                    2579  S99999  AAAD00  00AAAD  FLUX2005768533
     ER      2142020                   0.00000000
                                2579  S99999
     ER      2142020                   1.03140000
21X0400.1321                    2579  S99999  AAAD00  00AAAD  FLUX2005768432
     ER      2142030                   1.03140000
21X0400.1325                    2579  S99999  AAAD00  00AAAD  FLUX2005768434
     ER      2142070                   1.03140000
21X0400.1322                    2579  S99999  AAAD00  00AAAD  FLUX2005768431
```

-This is the Flux line screen. If a new LoA must be added, do not type over an existing one. Enter a new record.
-Enter <CTRL+END> , then <Y> to add a new record.

Add Flux Lines of Accounting

- -Input the currency code that you are entering the Flux line for.
- -The Accounting Class is the LoA's that the flux line is assigned to. This will be provided by C-8.
  - -It is crucial that you input these correctly!! CAPS will assign the Flux line to payments by matching the first 15 characters of the LoA to what is entered.
  - -The budget rate will be issued at the beginning of each FY

Add Flux Lines of Accounting

- -The Flux Line of Accounting information that is entered must match what is provided by ARCENT. Currently the only authorized Flux Account is for FY 10 appropriations.
- -Different Flux lines must be entered for each category of LoA. It is common to have 10 to 15 lines per Currency Code!

System Back-up

- It is imperative that CAPS-C is backed up daily.

- Failure to do so could cause a catastrophic loss of data.

- While CAPS-C has a backup utility, that is not the preferred method of backing up.
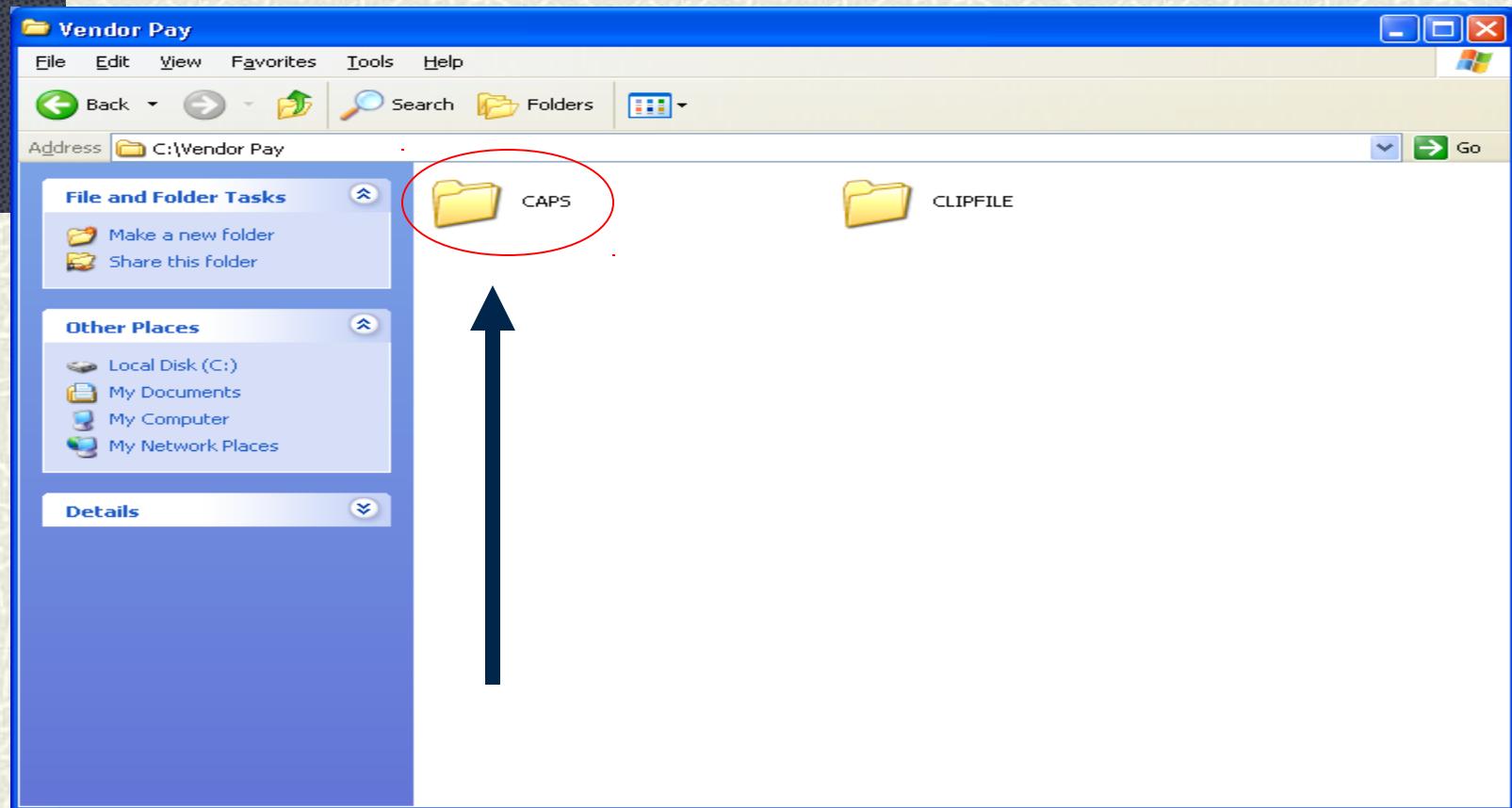
-Locate the CAPS folder on the Server
-Copy this entire folder, and paste it to a different drive than the one it is currently on. This will back-up the entire CAPS-C database.
-If you have to restore your database, then just copy that CAPS folder and paste it back to the server drive. Run

Module 7

UserID and Password Maintenance

UserID/ Password – cont'd

There are 3 different levels a user can have for UserID and Password Maintenance:

- Level 1
  - Users can change their own password.
- Level 2
  - Users can unlock UserIDs and reset passwords.
- Level 3
  - Users can create new UserIDs.
  - Users can grant system access rights.

UserID/ Password Maint. – cont'd
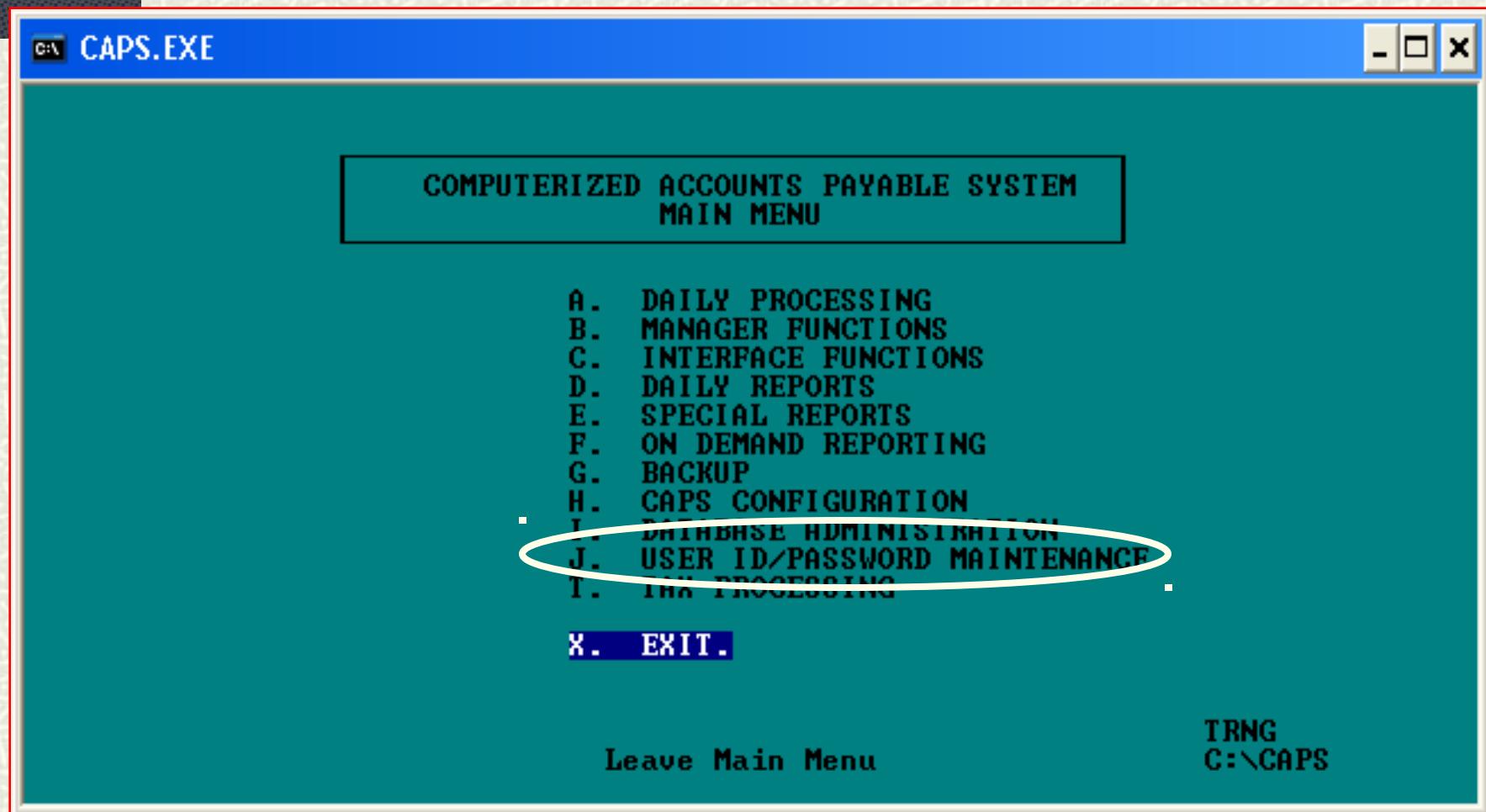
UserID/ Password Maint. – cont'd
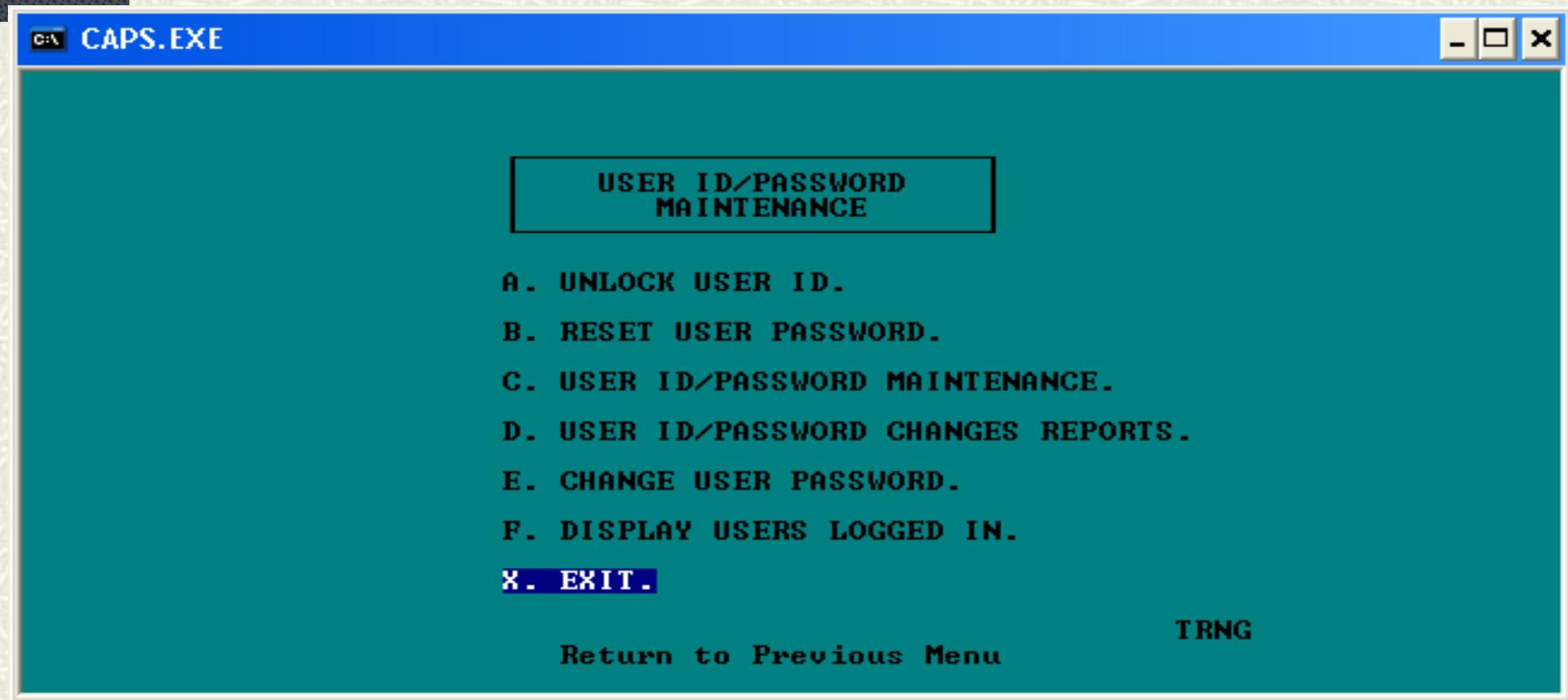
This is the main menu for UserID/ Password Maintenance.

Unlock UserID


```
USER ID/PASSWORD
MAINTENANCE

A. UNLOCK USER ID.
B. RESET USER PASSWORD.
C. USER ID/PASSWORD MAINTENANCE.
D. USER ID/PASSWORD CHANGES REPORTS.
E. CHANGE USER PASSWORD.
F. DISPLAY USERS LOGGED IN.
X. EXIT.
                              TRNG
Return to Previous Menu
```
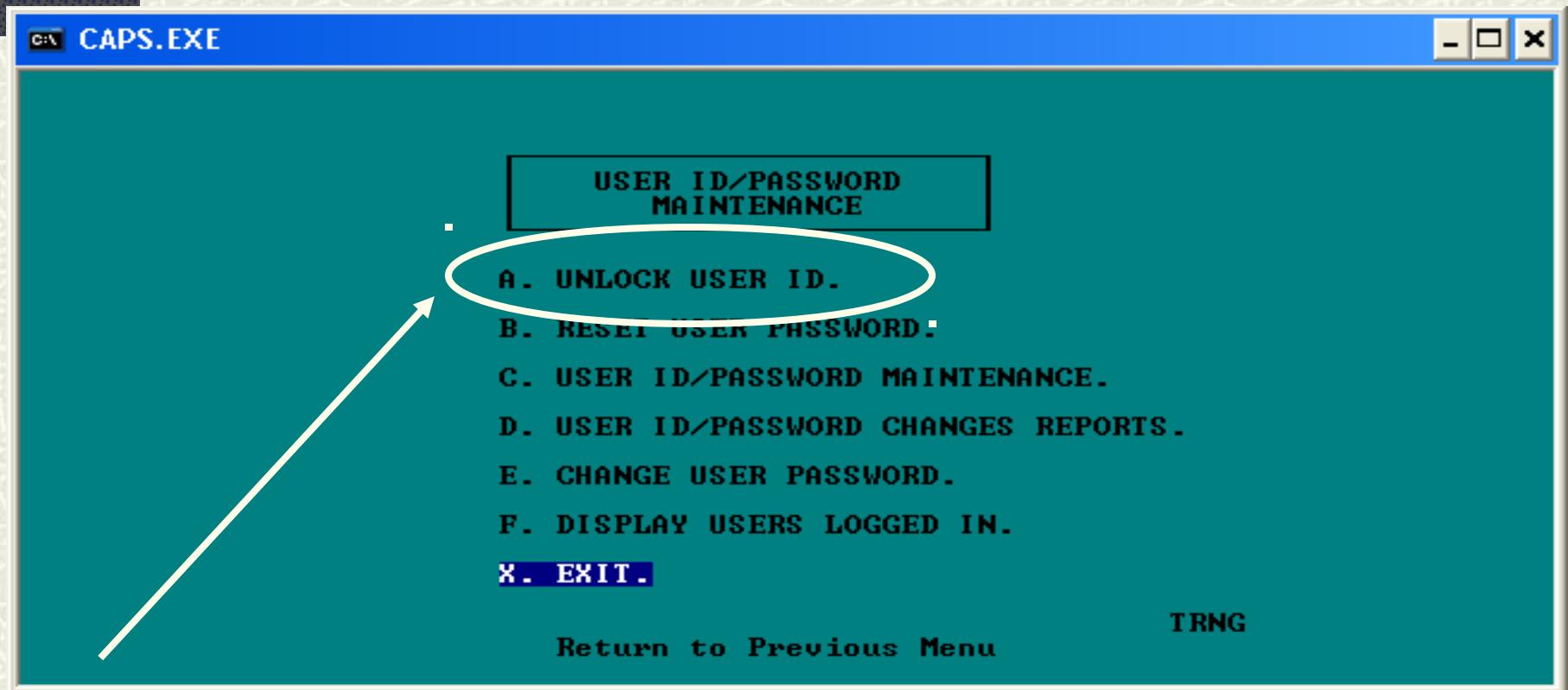
If someone exits CAPS-C incorrectly, their UserID will be locked.
In order for them to log-in, use the Unlock UserID option.
Enter the desired UserID, and the system will unlock.

Reset User Password

```
c:\ Select CAPS.EXE                                          _ □ ✕

                    ┌─────────────────────────┐
                    │   USER ID/PASSWORD       │
                    │     MAINTENANCE          │
                    └─────────────────────────┘

                 A.  UNLOCK USER ID.

                 B.  RESET USER PASSWORD.

                 C.  USER ID/PASSWORD MAINTENANCE.

                 D.  USER ID/PASSWORD CHANGES REPORTS.

                 E.  CHANGE USER PASSWORD.

                 F.  DISPLAY USERS LOGGED IN.

                 X. EXIT.

                                                    TRNG

                 Return to Previous Menu
```
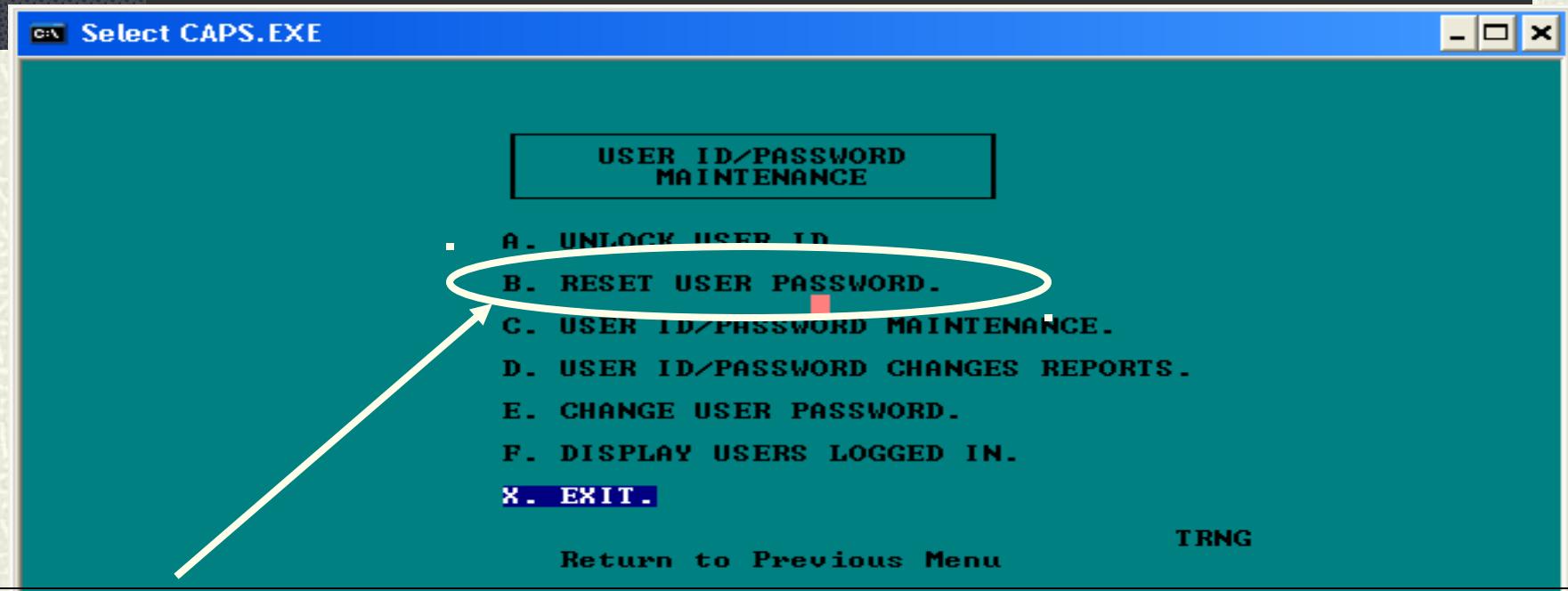
If someone forgets their password, or their password does not work, use the Reset User Password.

> **Enter the UserID, and the system will automatically reset the password to NEWUSER**

If a user enters the wrong password three consecutive times, their UserID will be locked, and they will not be able to access CAPS-C

> In order to rectify, you must first Unlock the UserID, and then Reset the User Password

UserID/ Password Maintenance


```
USER ID/PASSWORD
MAINTENANCE

A. UNLOCK USER ID.
B. RESET USER PASSWORD.
C. USER ID/PASSWORD MAINTENANCE.
D. USER ID/PASSWORD CHANGES REPORTS.
E. CHANGE USER PASSWORD.
F. DISPLAY USERS LOGGED IN.
X. EXIT.
                                      TRNG
Return to Previous Menu
```
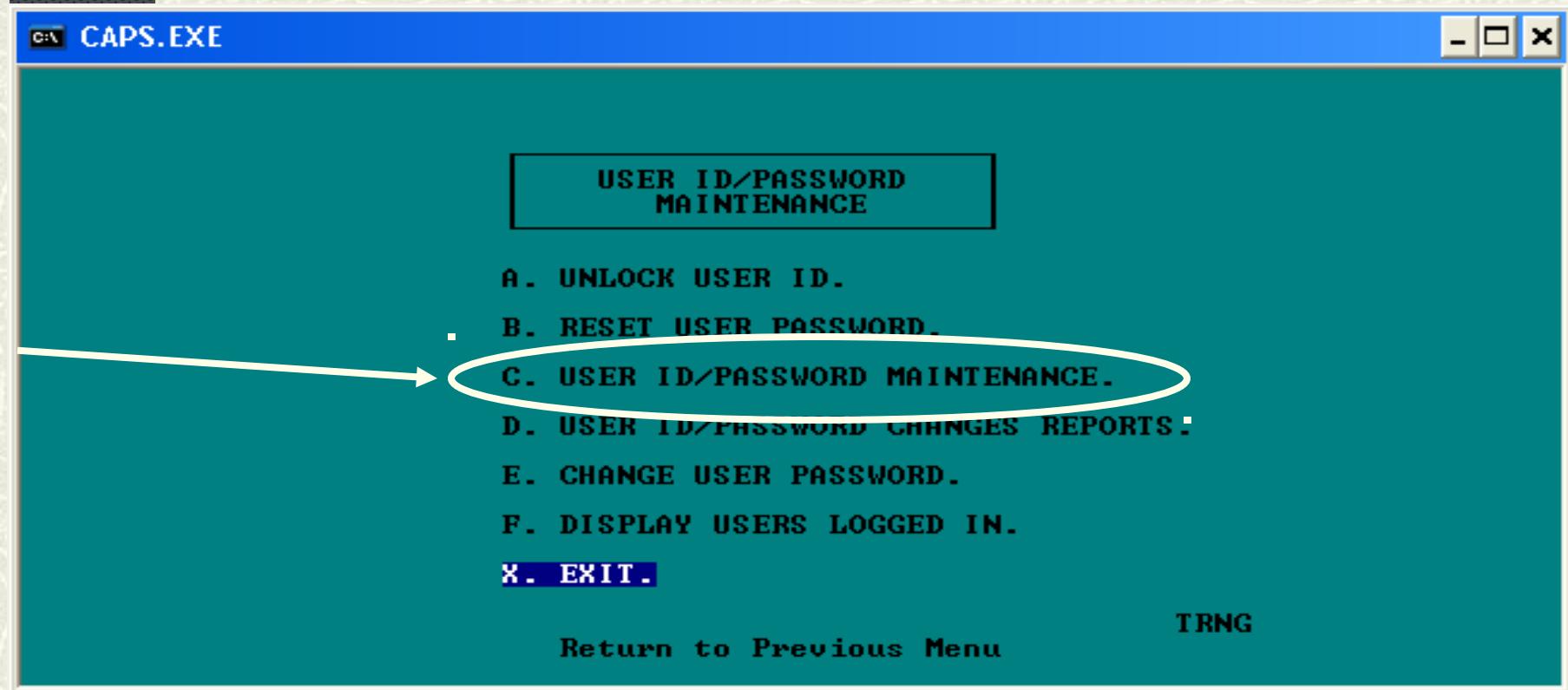
This option displays a list of all UserIDs that have been created within CAPS.

UserID/ Password Maint. – cont'd

Once a UserID is created, it can never be deleted.
If a user no longer needs access to CAPS, place a <Y> in User Locked.
     This will prevent that UserID from being able Logon.
Managers have the ability to require passwords to be reset

UserID Changes Reports


```
  ___ CAPS.EXE                                        _ □ ×

                    ┌─────────────────────────┐
                    │   USER ID/PASSWORD       │
                    │      MAINTENANCE         │
                    └─────────────────────────┘

              A.  UNLOCK USER ID.

              B.  RESET USER PASSWORD.

              C.  USER ID/PASSWORD MAINTENANCE.

              D.  USER ID/PASSWORD CHANGES REPORTS

              E.  CHANGE USER PASSWORD.

              F.  DISPLAY USERS LOGGED IN.

              X.  EXIT.
                                              TRNG
              Return to Previous Menu
```
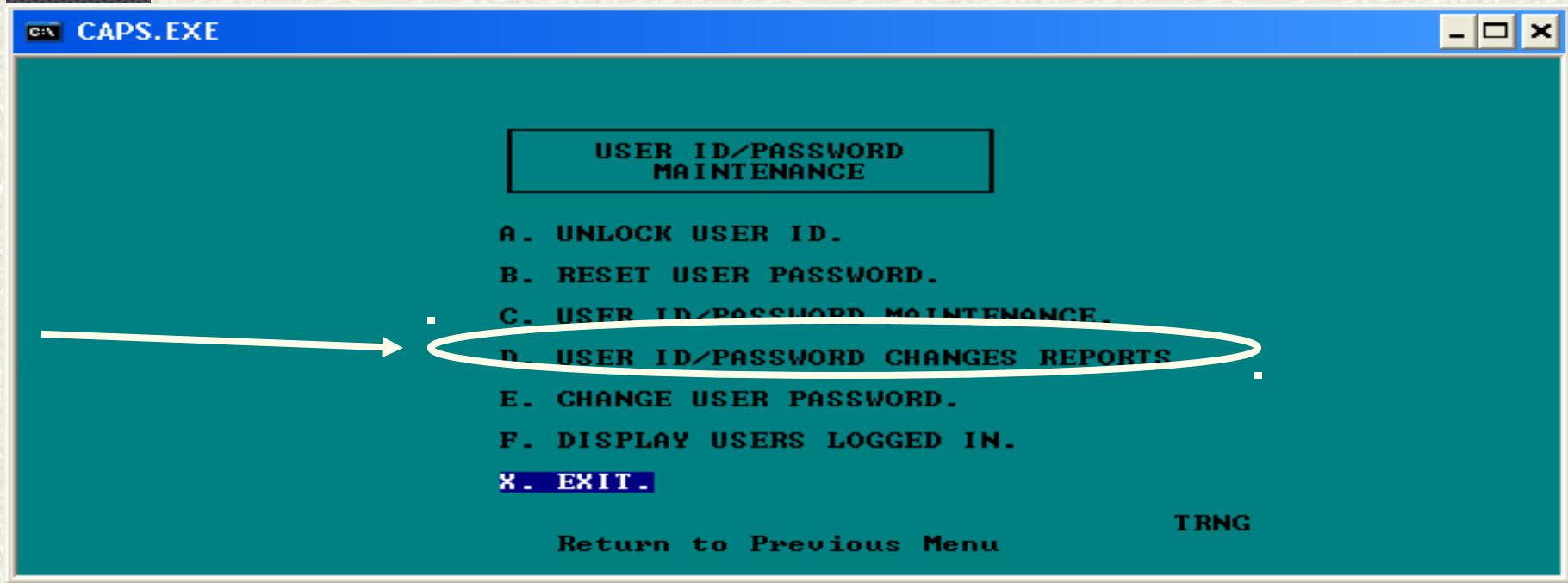
The UserID/ Password Changes Reports will print a report of all changes that were made to any UserIDs or Passwords.
A report can also be printed of the current accesses for all UserIDs.

   This is a valuable tool for ensuring that Internal Controls are in place, preventing Fraud, Waste, and Abuse

UserID Changes Reports – cont'd

UserID Changes Reports

```
CAPS.EXE                                    [_][□][×]




          LISTING IS GENERATED AS ID_LIST.PRN
              IN THE CAPS SUBDIRECTORY.
          PRESS ANY KEY TO CONTINUE.......



```
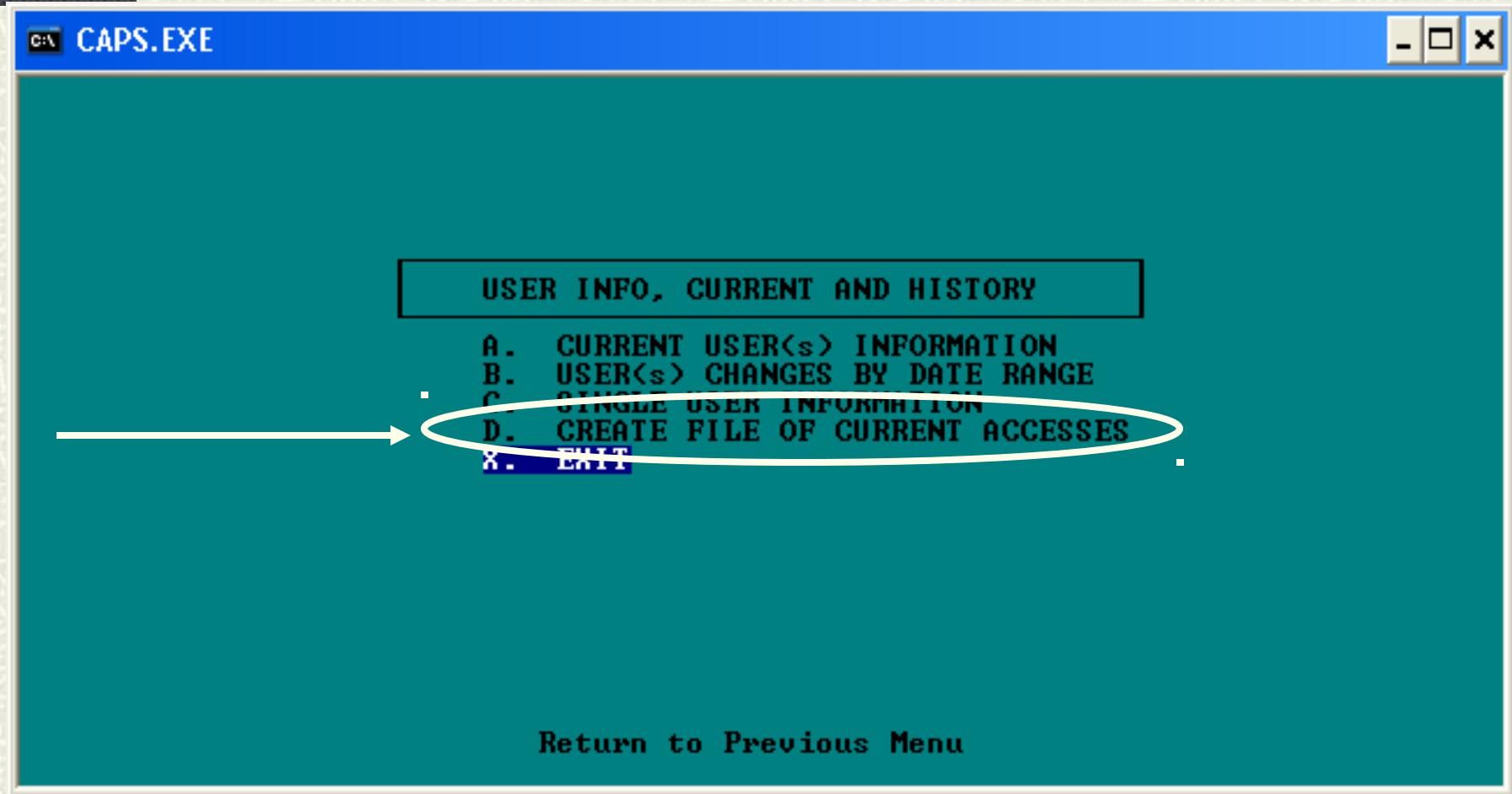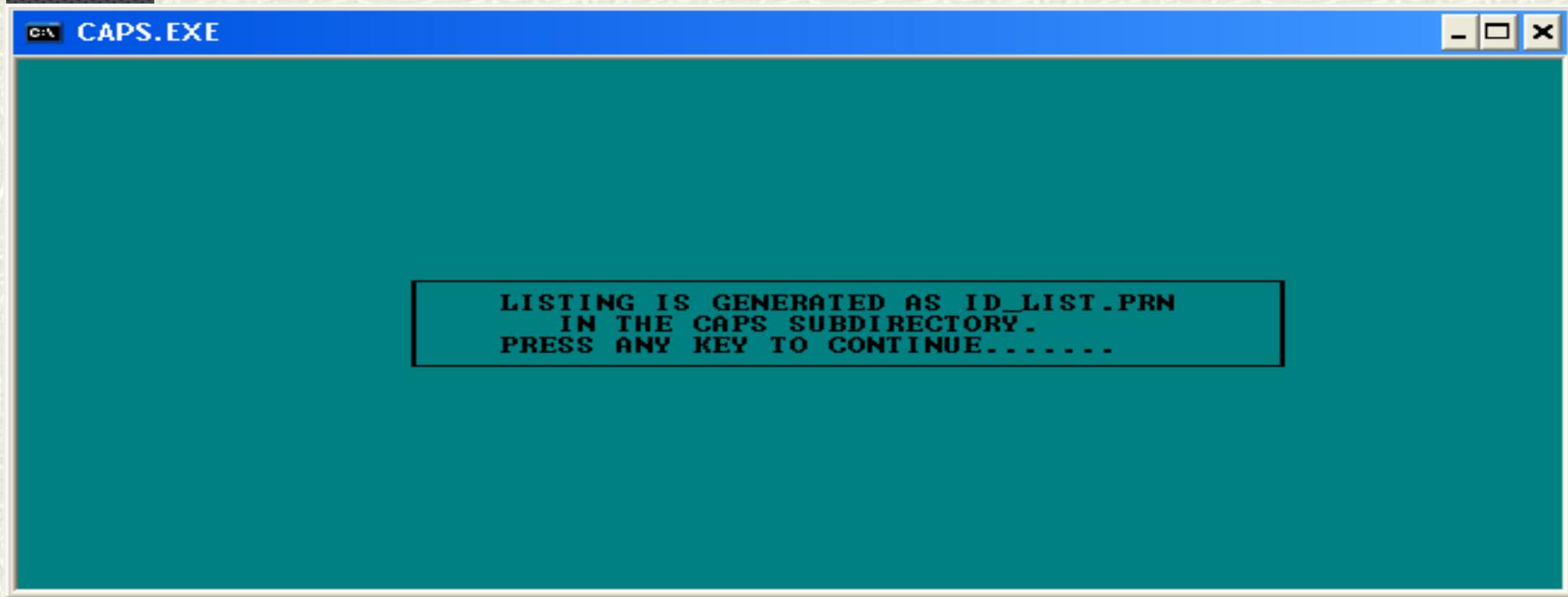
Once this screen appears, go to the drive where the CAPS database is stored.
Open the CAPS folder, and locate the file that is named ID_LIST.PRN
Right-Click on the file, and select Open-With
Choose Notepad as the program to open the file.

Display Users Logged In
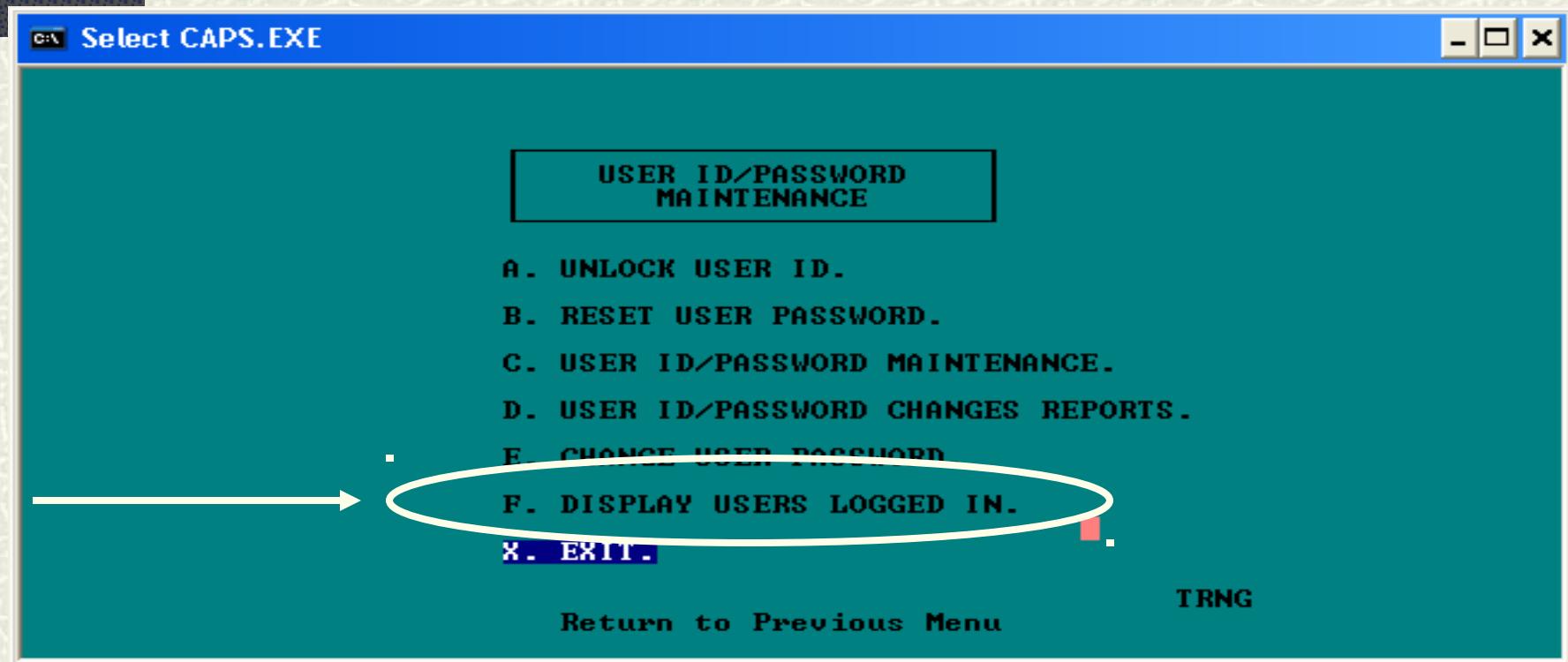
Use this option to identify all Users that are logged into CAPS. ***Prior to running any reports, backing up the database, or running the Disbursing Interface, you must ensure that all users are logged out of CAPS.***

Create a New UserID/ Change Access
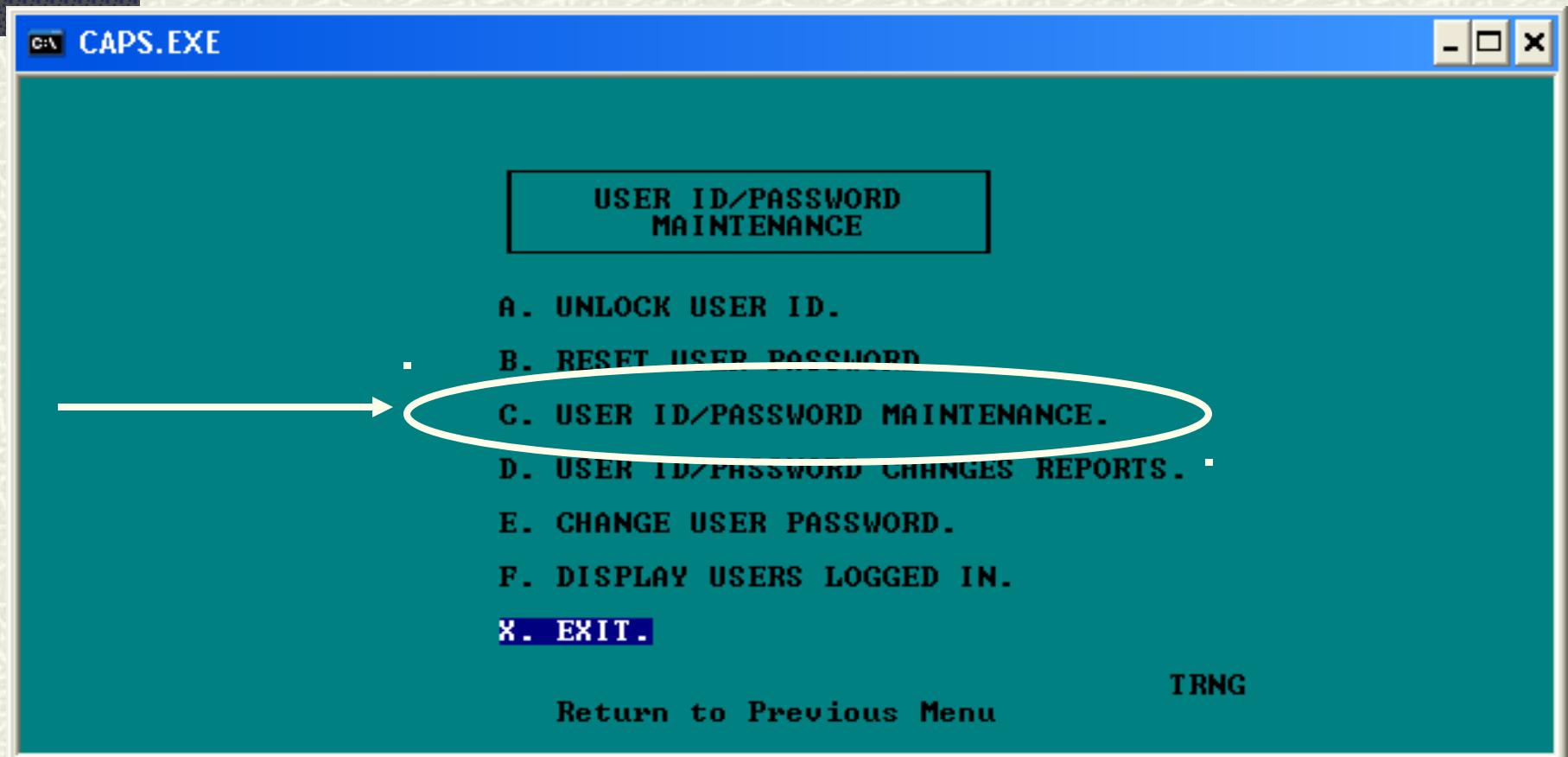
Create New UserID/ Change Access – cont'd

To change access for existing UserID, highlight the desired ID, and then press <SHIFT+F1>
To create a new UserID, press <CTRL+END>

Create New UserID/ Change Access – cont'd


```
C:\ CAPS.EXE                                                    - □ ×

^End to Exit          RESET    USER     USER
 Id Name              PSDWD   LOGGED   LOCKED
101 CAPS01              N       N        N
102 CAPS02              N       N        N
103 CAPS03              N       N        N
104 CAPS04              N       N        N
105 CAPS05              N       N        N
106 CAPS06              N       N        N
107 CAPS07              N       N        N
108 CAPS08              N       N        N
109 CAPS09              N       N        N
110 CAPS10              N       N        N
111 CAPS11              N       N        N
112 CAPS12              N       N        N
113 CAPS13              N       N        N
114 CAPS14              N       N        N
115 CAPS15              N       N        N
116 CAPS16              N       N        N
117 CAPS17              N       N        N
118 CAPS18              N       N        N
119 CAPS19              N       N        N
120 CAPS20              N       N        N

              Add New Records? (Y/N) ■
```

Enter <Y> to add a new record

Create New UserID/ Change Access – cont'd
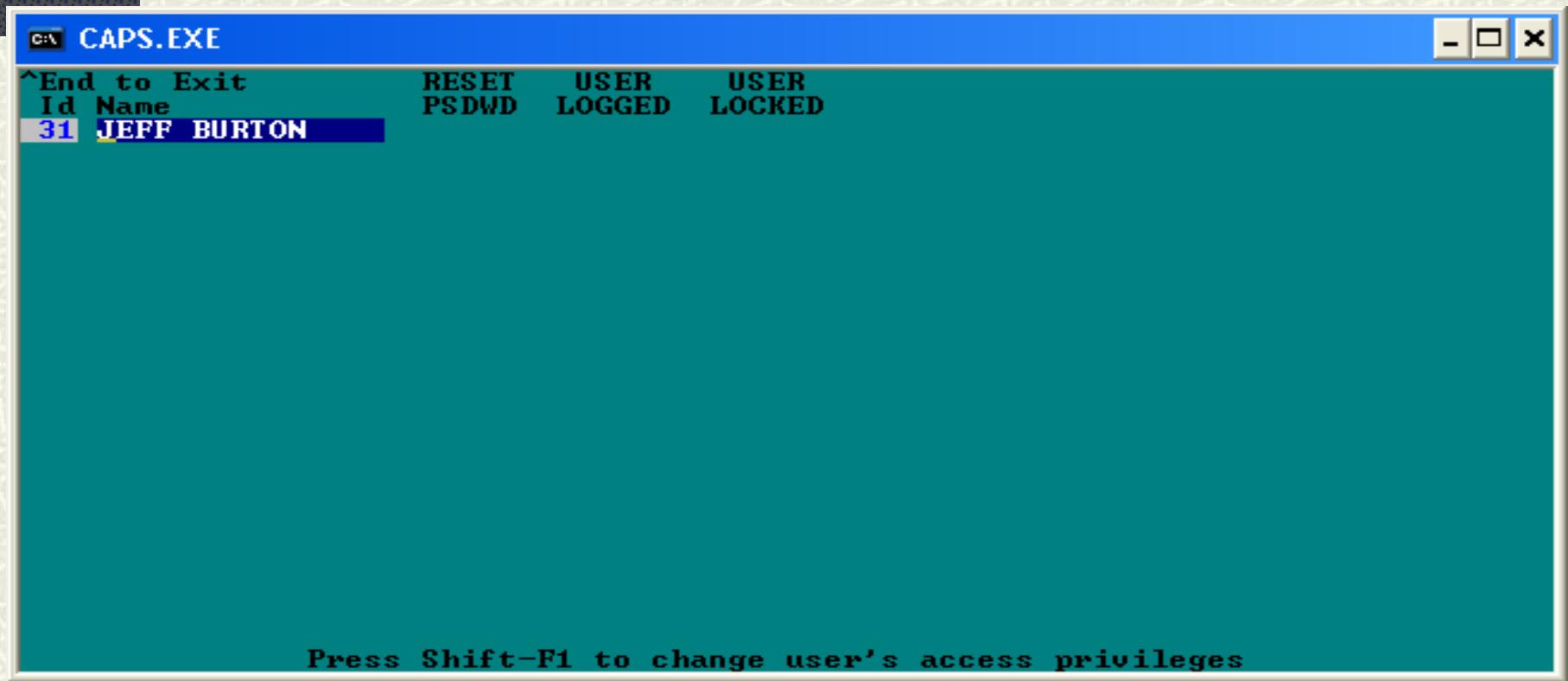
Enter the new UserID to be assigned, and then press enter.
Next enter the name of User .
Press <ENTER>

Create New UserID/ Change Access – cont'd

You will next be taken to the screen where you can assign different accesses for that UserID by entering <Y> in each desired entry.
After going through each option, press <Enter> to complete the entry.

Create New UserID/ Change Access – cont'd

Example of Basic User Profile, with needed and limited entry.

Create New UserID/ Change Access – cont'd

Example of Certifier/ Auditor Profile

Create New UserID/ Change Access – cont'd

Example of NCOIC/ Manager Profile

Create New UserID/ Change Access – cont'd

⚟ Separation of duties will be assigned based on a few key factors:
- # of Personnel in the section
- # of payments processed on a regular basis
- Local policies and procedures

⚟ Ensure that at a minimum, at least 2 people are required to perform the full payment process, and no one person has access to all areas of CAPS-C.

Module 8

Run

Daily, Special, and On-Demand Reports

As Necessary

Reports

- CAPS-C has multiple different types of reports that can be run to aid managers in identifying the status of various payments and outstanding issues.

- There are three different categories of reports that can be run within CAPS-C
    - Daily Reports
    - Special Reports
    - On-Demand Reports

Daily Reports

- Daily Reports are crucial in the daily processing flow.

- Running Daily Reports prepares the Disbursing TL for all documents that are being forwarded to Disbursing for payment.

- Daily Reports also provide the manager with a list of all payments that were computed and paid for that day.

- Running the report updates the payment status of all payments in CAPS-C.

Daily Reports
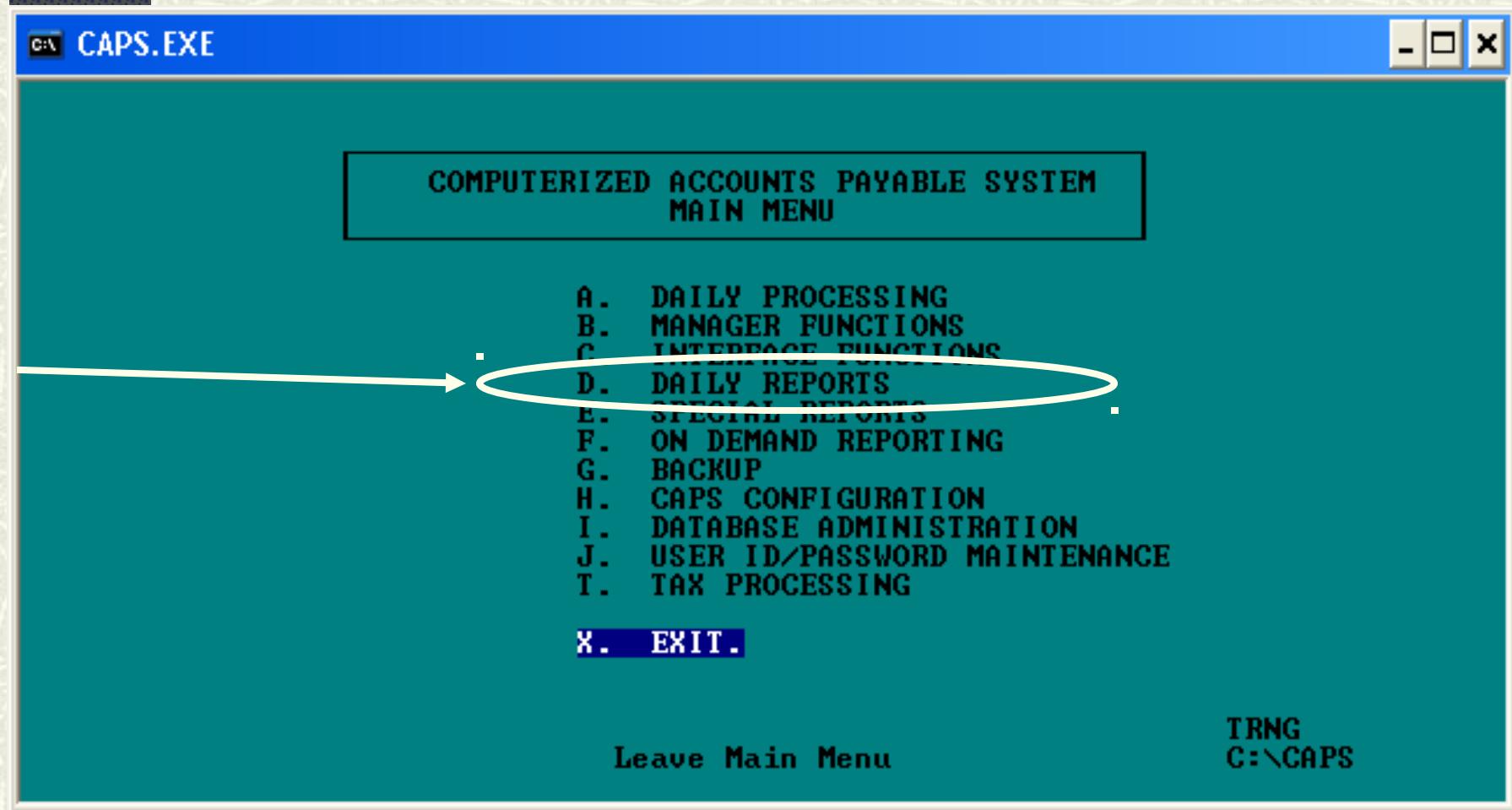
Daily Reports
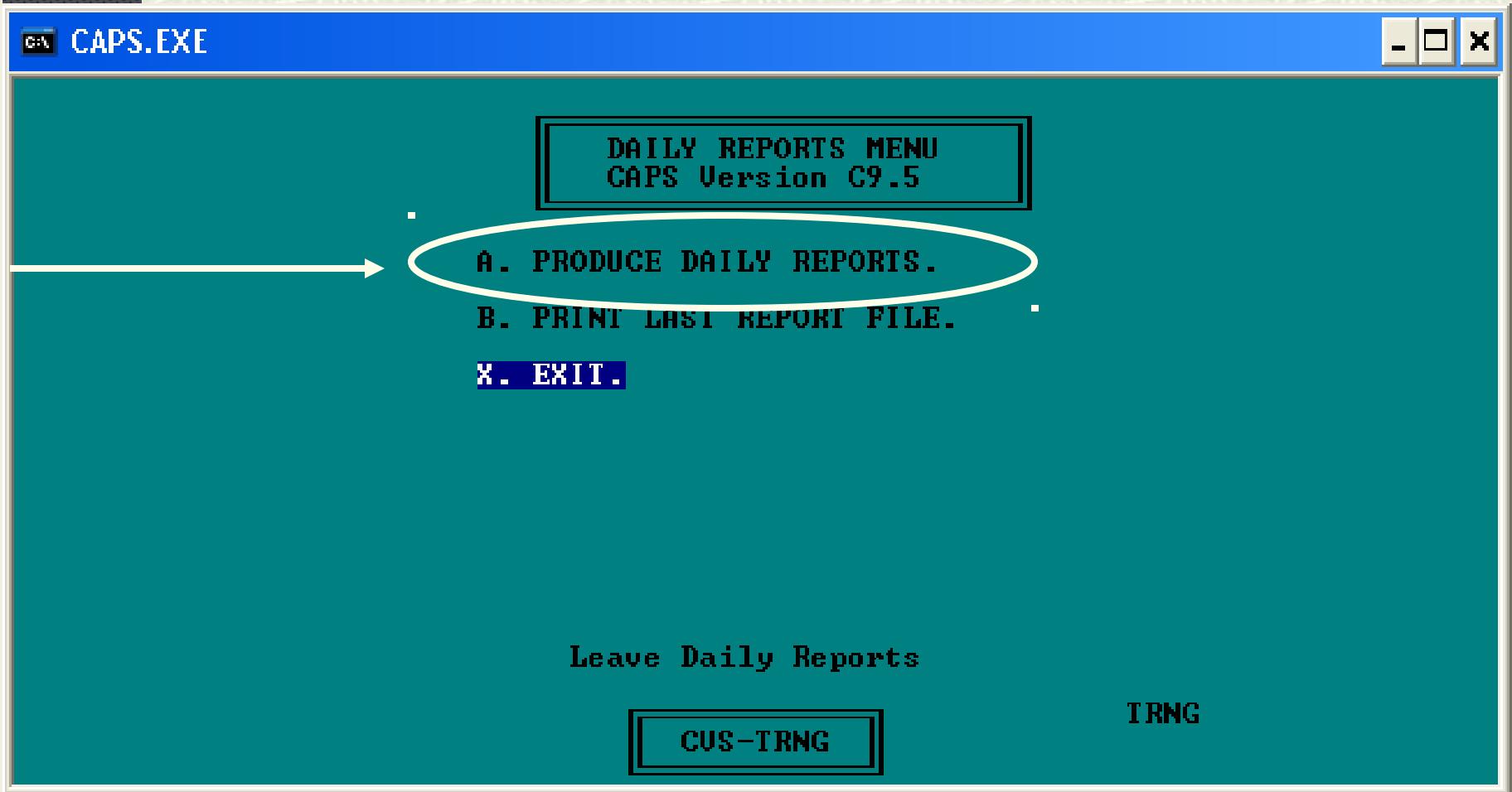
Daily Reports

Choose <Y> to have the report printed after the file is generated.

Special Reports

- Special Reports allow the manager to print copies of the Bills Register Cards (BRCs) for all open contracts within CAPS-C that have had a final payment longer than the designated number of days.

- Printing this report is system and memory intensive, and should only be done when adequate time is available to let the system complete the process.

- Ensure that the database has been optimized and cleaned prior to running. Perform a back-up prior to running the report

Special Reports

Special Reports


```
                    SPECIAL REPORTS MENU
                       Version C9.5


        A. PRODUCE BILLS REGISTER.

        B. PRINT LAST REPORT FILE.

        X. EXIT.




                                                TRNG
              Leave Special Reports Menu
```

Special Reports

CAPS.EXE

DO NOT PROCEED WITHOUT MAKING A BACKUP OF THE DATA FILES!

MAKE CERTAIN THAT SORT OR RECOVER LOST DISK SPACE
HAS BEEN PERFORMED ON THE CAPS DATABASE SINCE ANY
RECORDS HAVE BEEN DELETED.

DO YOU WANT TO PROCEED WITH BILLS REGISTER?
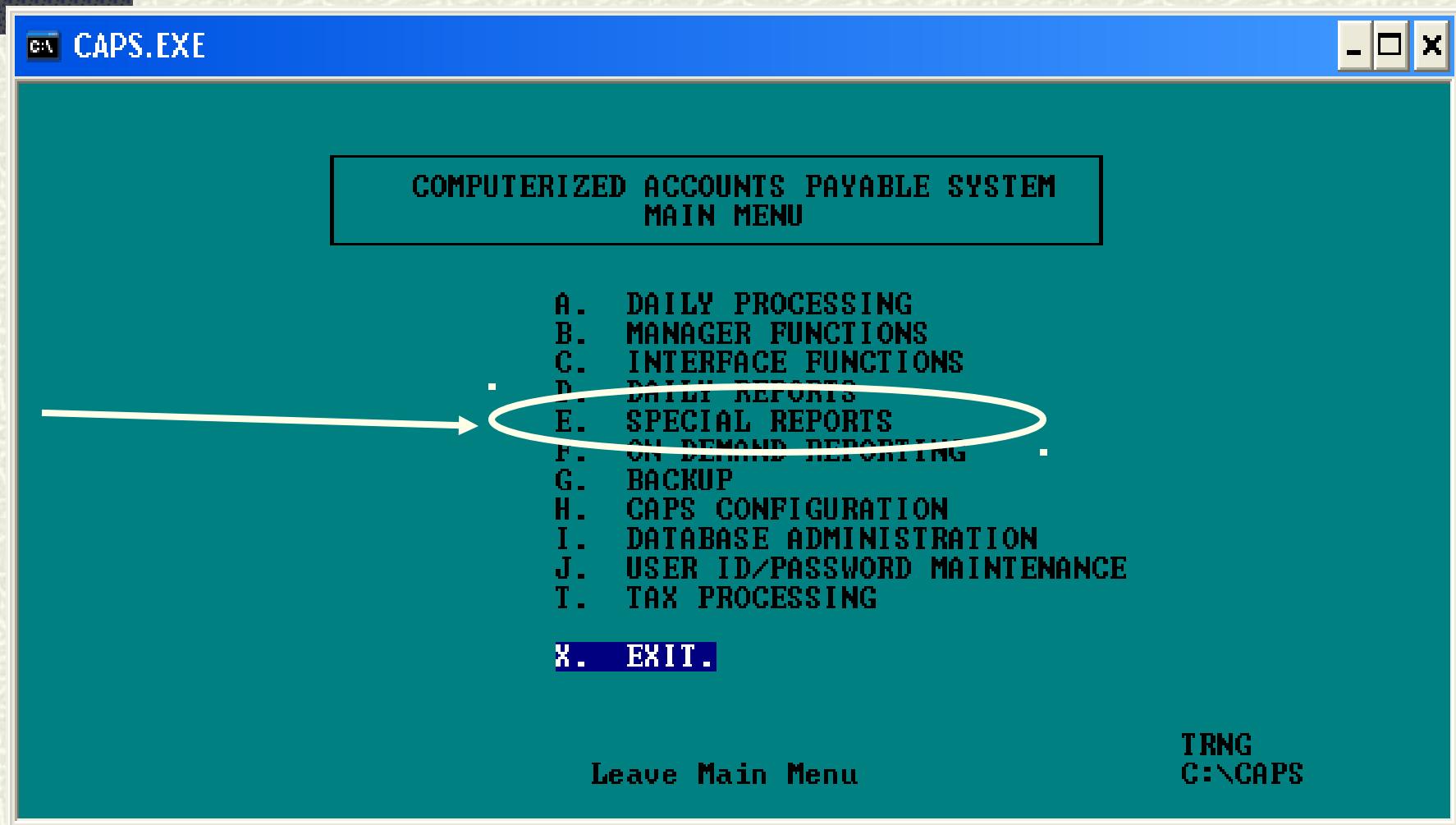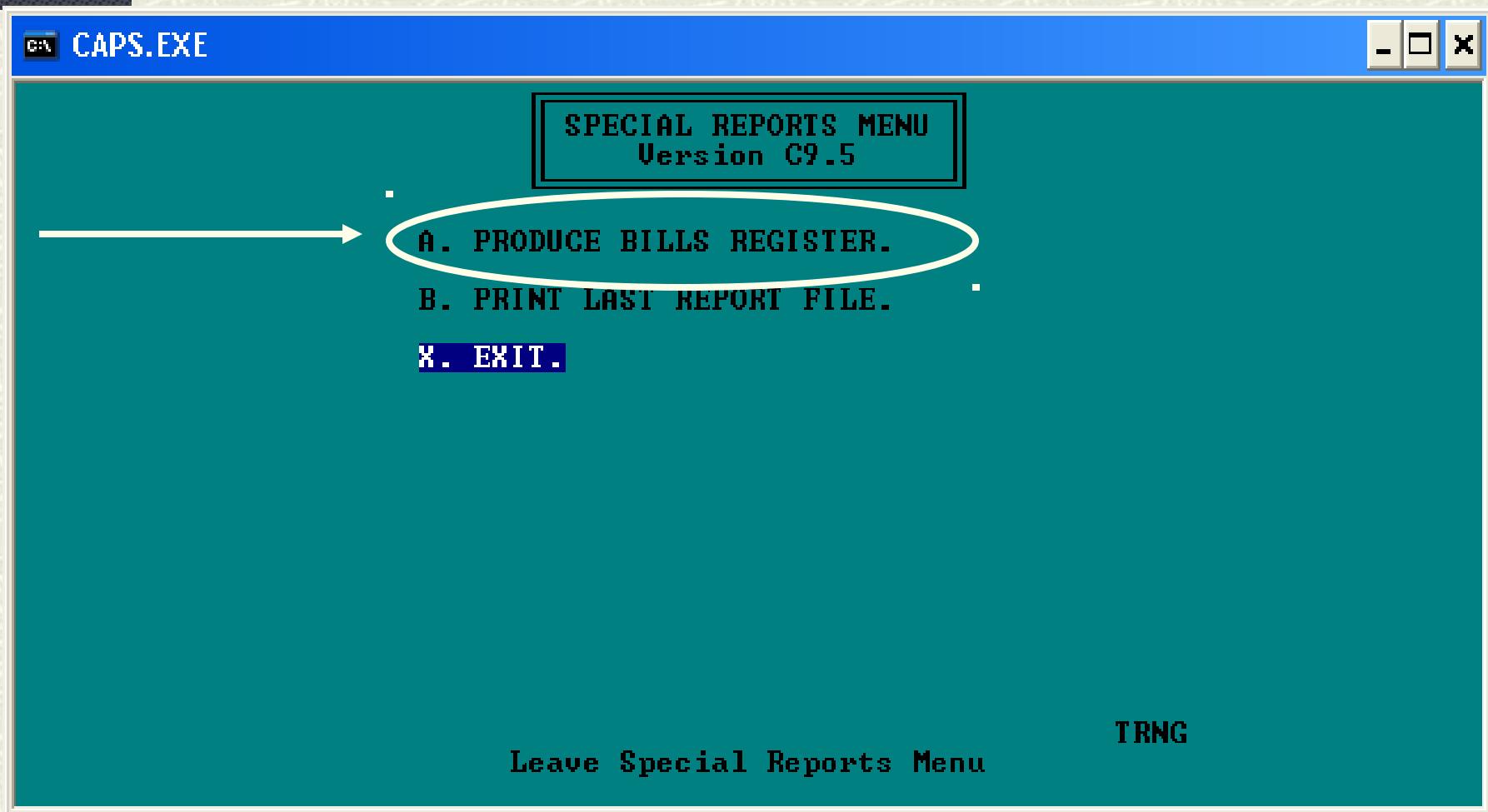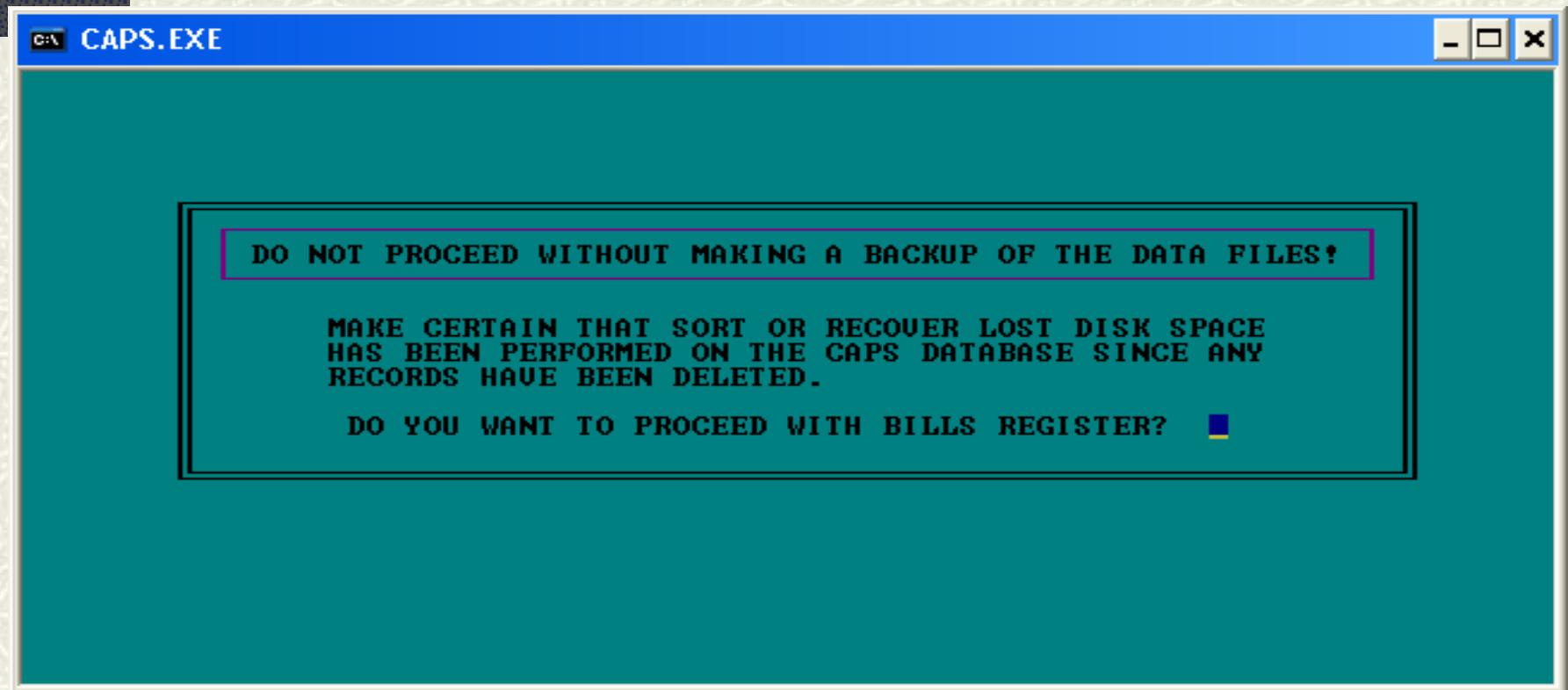
Enter <Y> to proceed with running the report

Special Reports


```
CAPS.EXE                                              _ □ ✕
```

How many days are to be used for purging records
from the BRC file!

Valid purge days are 1 through 999! **90**
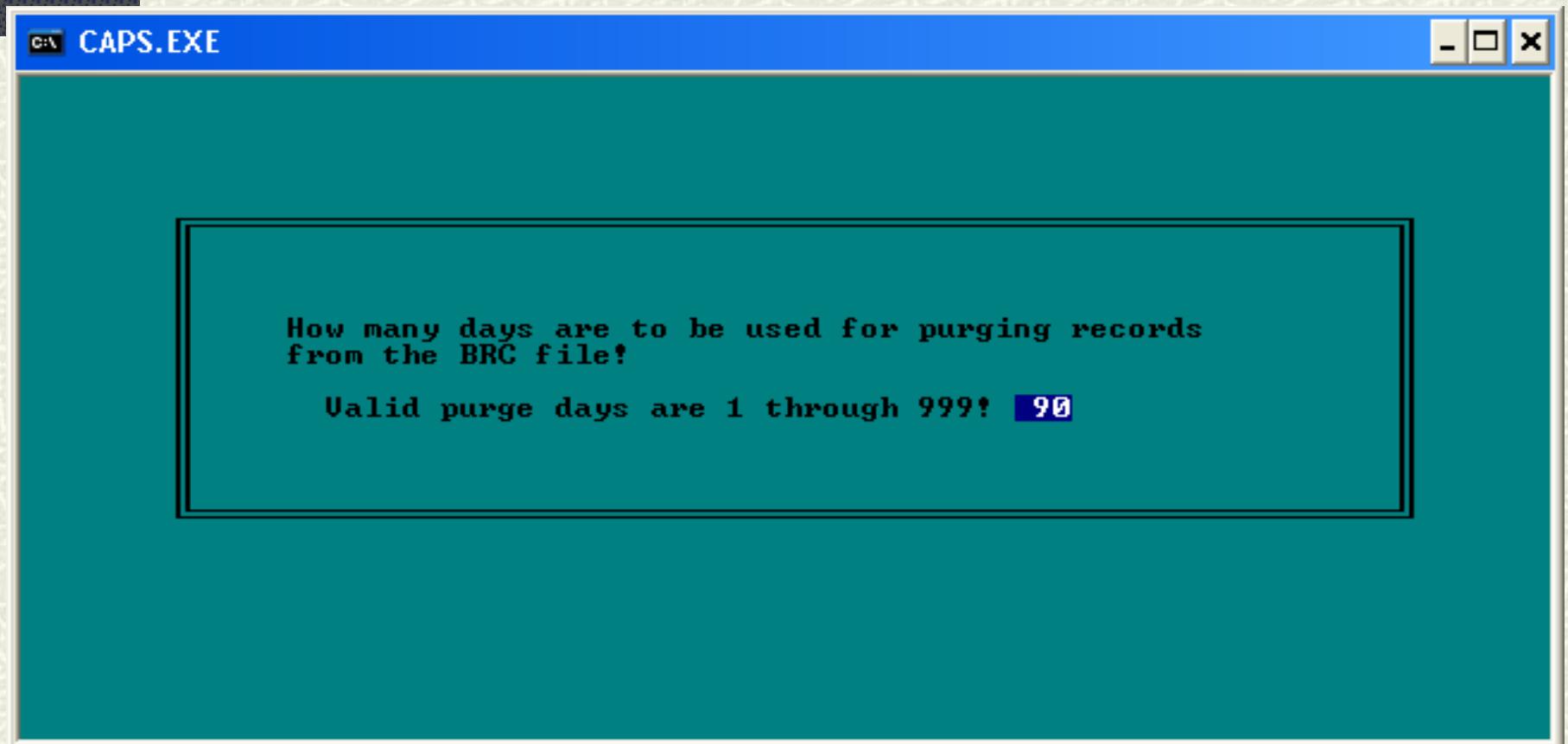
90 days is the system default.

Enter desired days and press <ENTER>

Special Reports

Special Reports


```
PREPARING
BILLS REGISTER
REPORT

SAVE HISTORY DATA? ■
```
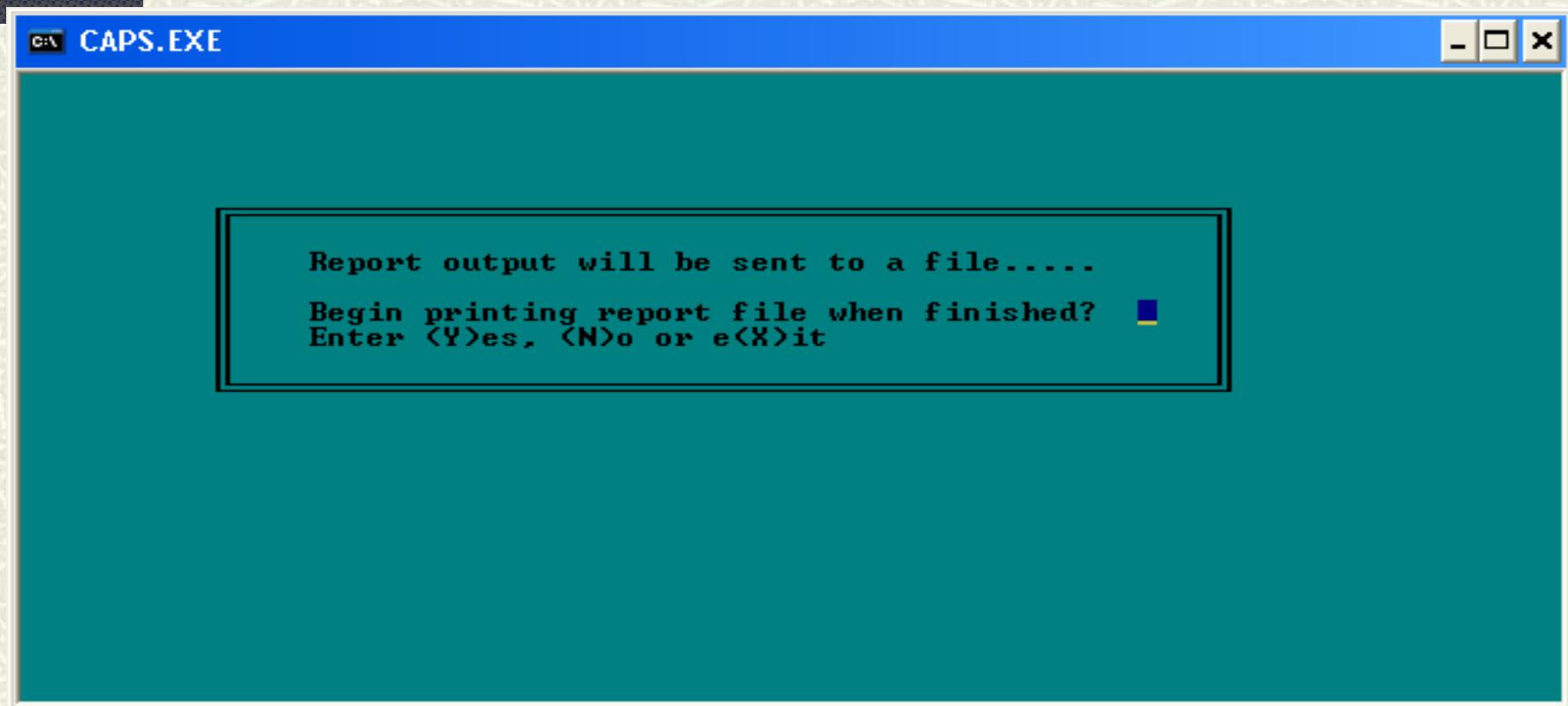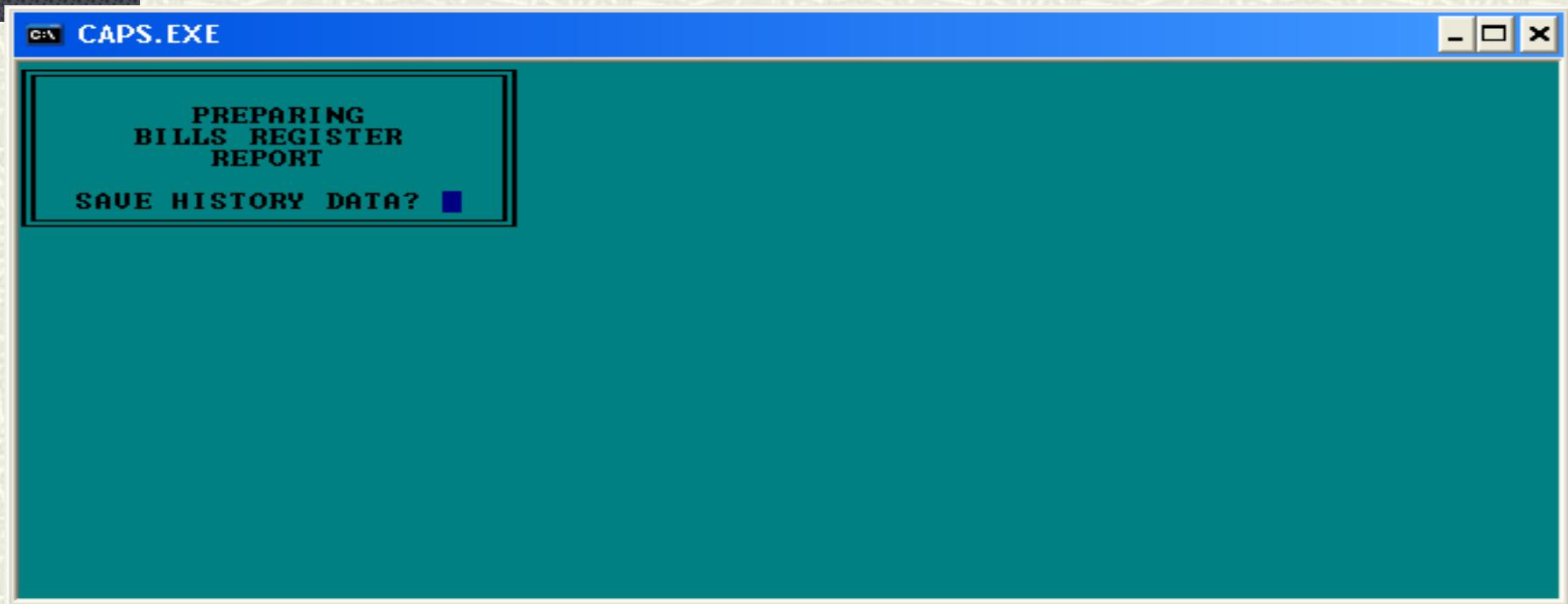
Enter <Y> to save the data to the history file of CAPS-C. This will ensure a record is maintained.

Special Reports


```
CAPS.EXE                                          _ □ ×

Onto which drive will history files be placed?
Enter drive letter: A (example: A, B, C, or K.)
FLOPPY DISKS SHOULD BE BLANK, FORMATTED 1.44
          Press space bar to EXIT.
```
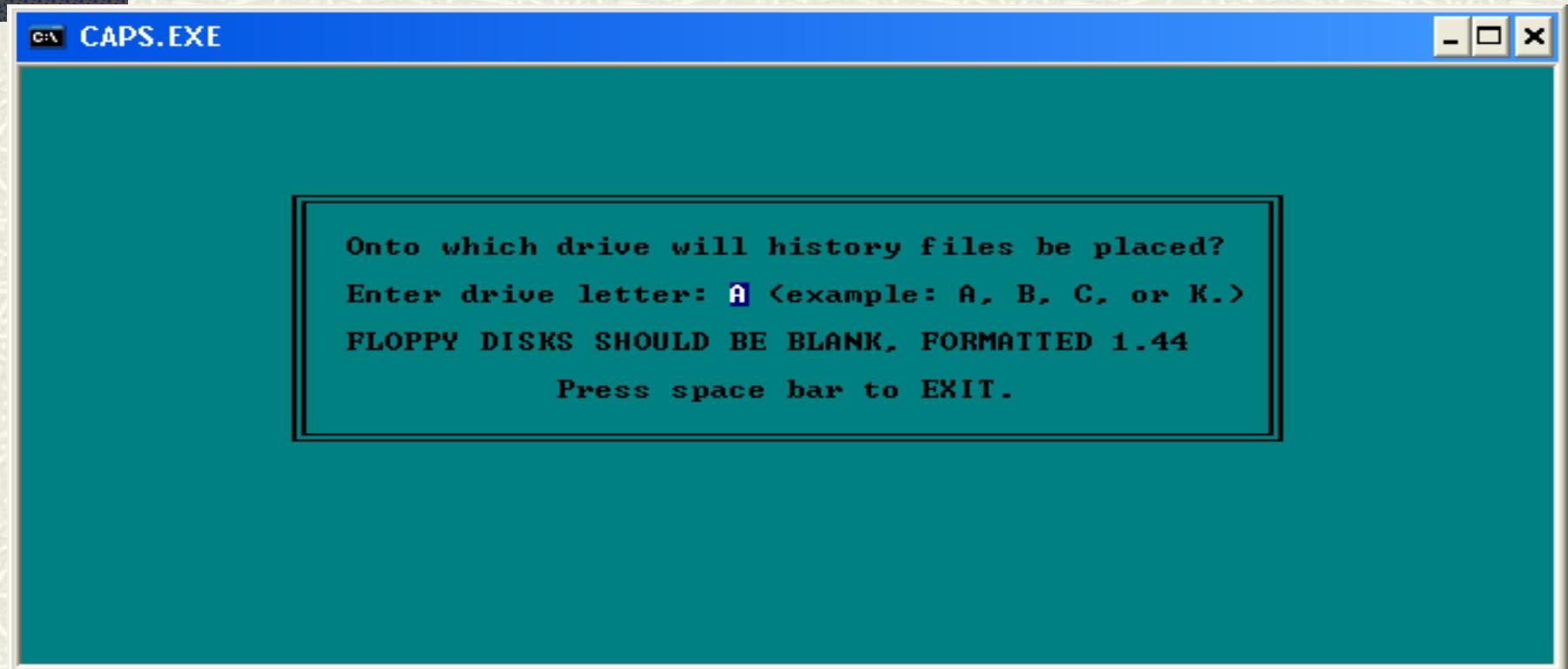
Enter the drive letter of where the history files and database are stored for CAPS-C.

Special Reports

On Demand Reports

- On Demand Reports provide various reports a manager can use to ensure that all necessary documents are received, being tracked, and being reported.

- Managers can obtain statistical reports about production of users.

- Managers can track obligation issues within CAPS-C entered information.

On Demand Reports

On Demand Reports

```
CAPS.EXE                                                    _ □ ✕

                        ╔══════════════════╗
                        ║  CAPS ON-DEMAND  ║
                        ║  REPORTS MENU    ║
                        ╚══════════════════╝

   A. DAILY PO/INV/RR ENTERED REPORTS.      G. PAYMENT STATISTICS

   B. PAYMENT IN PROGRESS REPORTS.          H. PO/INV AGING REPORTS

   C. SYSTEM LETTERS                        I. CONTRACTING INTERFACE STATISTICS

   D. CREDIT INVOICE REPORT                 J. MANAGER TABLE LISTINGS

   E. UNPOSTED DOV REPORT                   K. PRINT/REPRINT REPORTS

   F. UNLIQUIDATED OBLIGATION REPORT        X. EXIT


                                                           TRNG
            Return to Payment Inquiry Menu
```

These are the different reports available to managers.

Many reports allow detailed requests.

Module 9

Post Disbursing Office Voucher Numbers (DOVs) to CAPS-C.

DOV Numbers

- When disbursing makes a payment, a Disbursing Office Voucher (DOV) number is assigned to that particular voucher.

- CVS personnel must update the Bills Register Card in CAPS-C to include the DOV# and date paid.

DOV Numbers
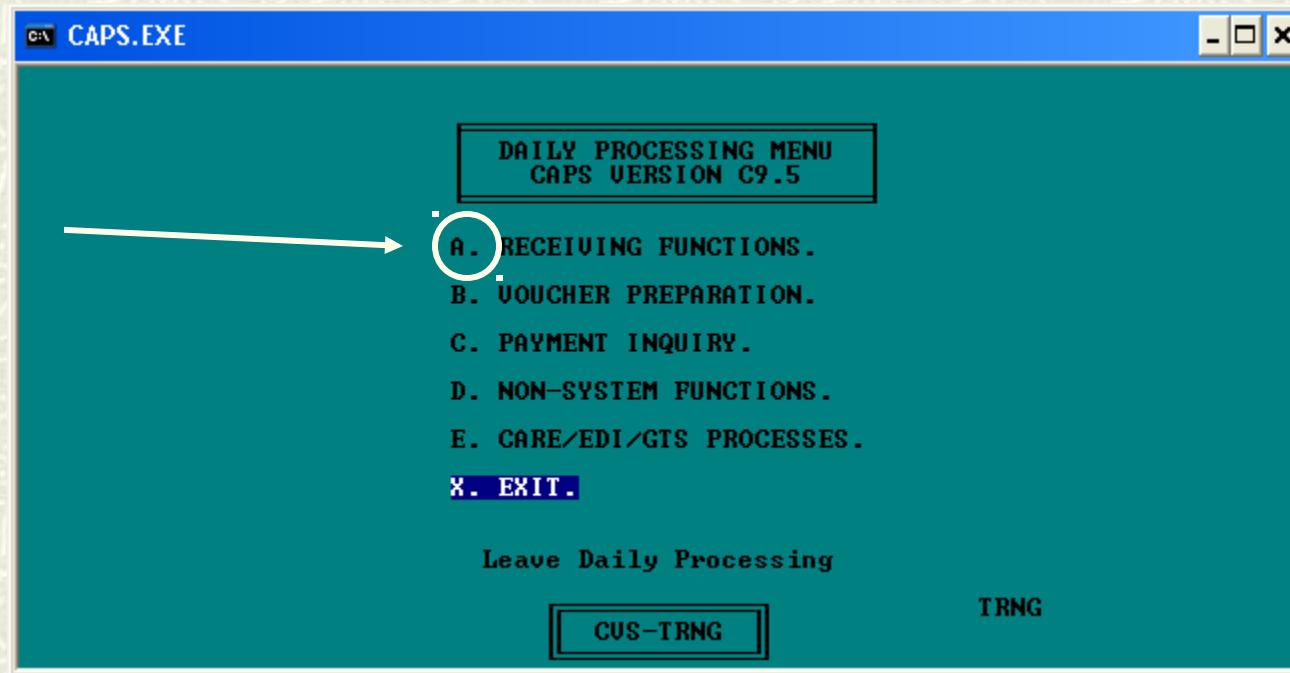
DOV Numbers
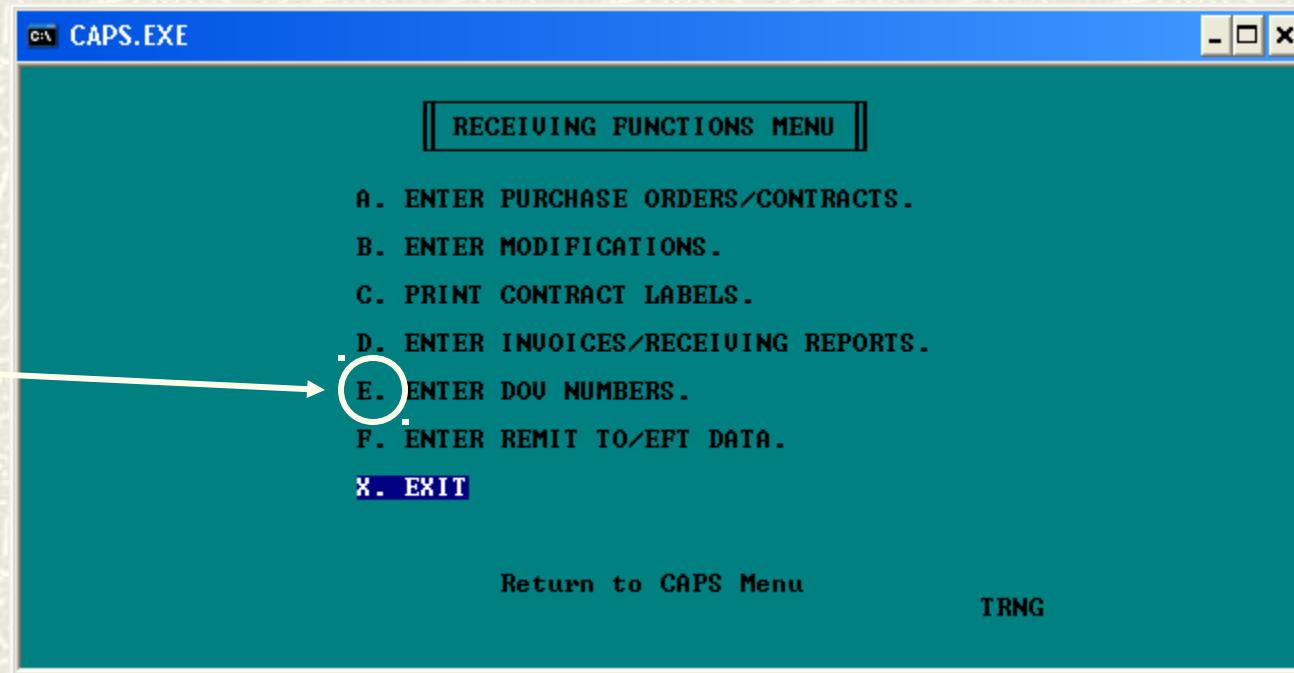
DOV Numbers

Input the contract number that was paid on the SF1034. Input the payment number when prompted.

DOV Numbers

```
DFASUP-96-A-1000
PMT NBR   1
CHECK DATE  __/ / /      DOV [        ]      CHECK NUMBER  [        ]
```
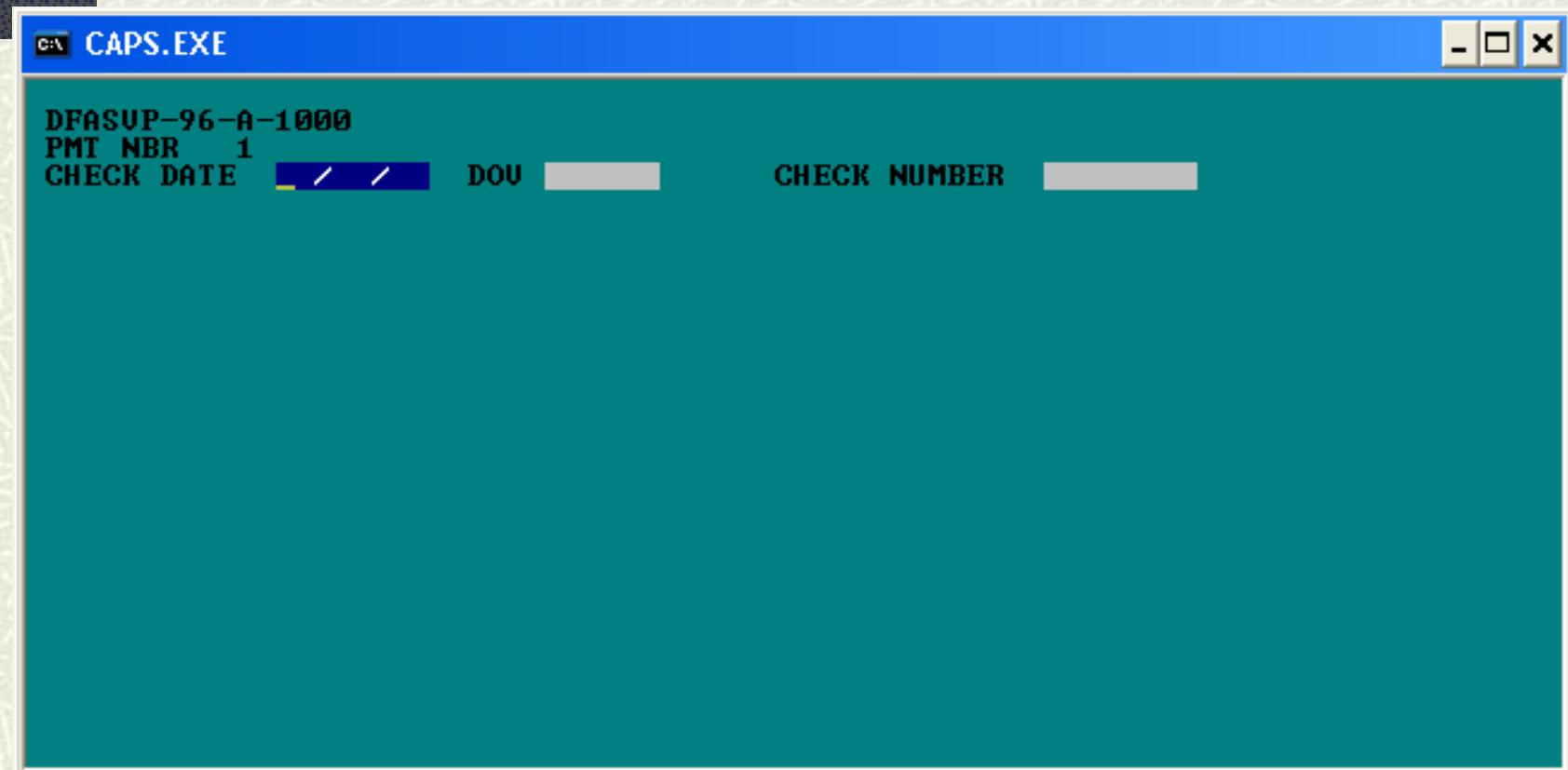
-For the check date, input the date that payment was actually made.

-Input the 6-Digit DOV#. If the payment was made via check,

Module 10

Prepare and Process DDS Interface

DDS Interface

- At the end of the day, all EFT and check payments need to be forwarded to Disbursing for processing.

- Interface processing must be run by managers.

- The payment that is being sent via interface must be paid in the currency that the contract is written in. No conversion is possible.

DDS Interface – cont'd

- Ensure that all payments for EFT or Check are computed and audited prior to running interface.

- Daily Reports must be ran prior to doing interface.

- Ensure that payment vouchers have been printed.

DDS Interface – cont'd
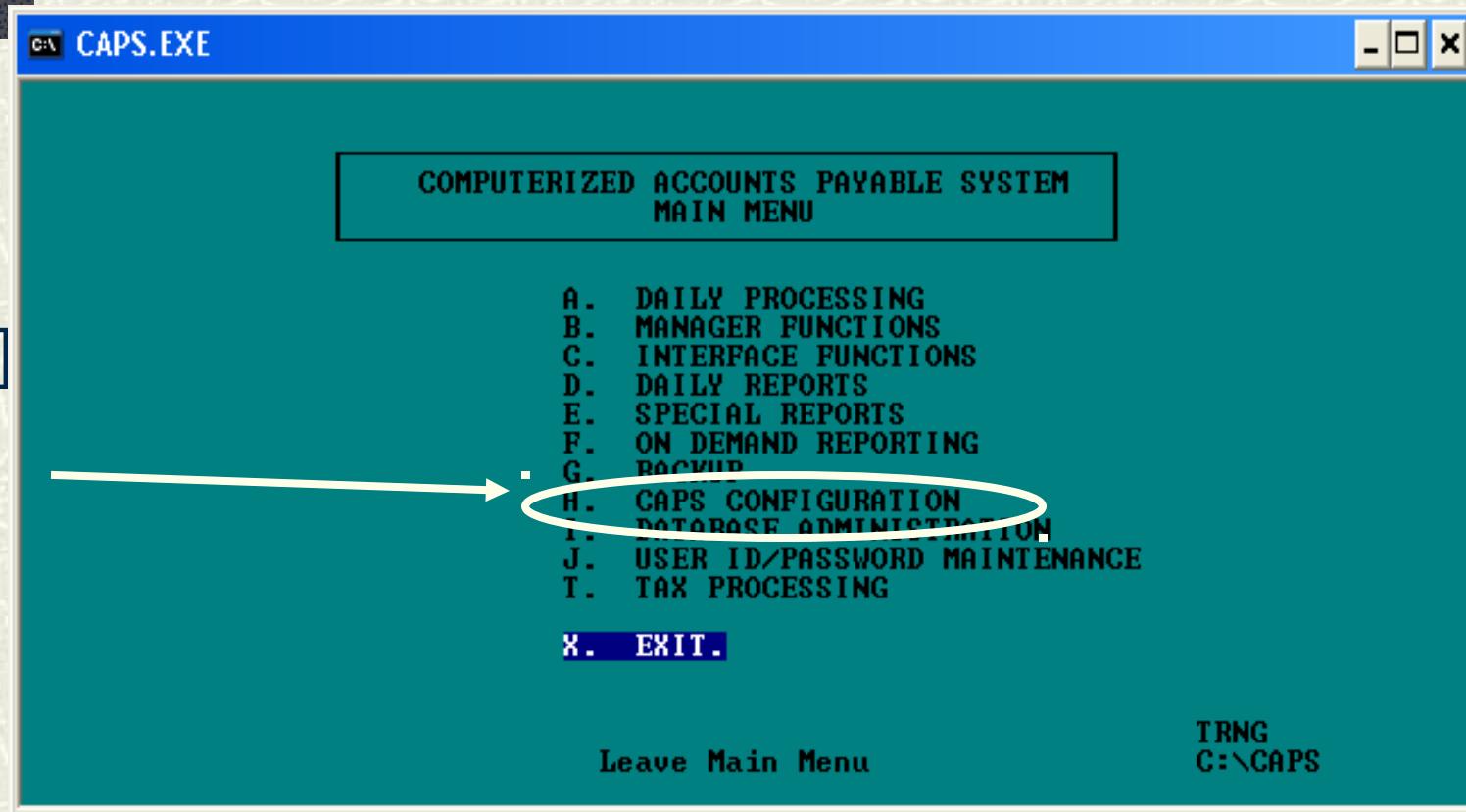
Prior to doing 1st interface, or if site is having problems, check to ensure the interface function is properly configured.

DDS Interface – cont'd

DDS Interface – cont'd


```
CAPS.EXE                                                    _ □ ×

                    ┌─────────────────────────┐
                    ║  CAPS INITIAL SETUP     ║
                    └─────────────────────────┘

    DOS Path for CAPS Databases                 \CAPS

    DOS Drive for History data                  C:

    Enter name of network printer one           LPT1.
    Enter name of network printer two           LPT1.

                  Enter the agency name         DEPARTMENT OF THE ARMY
         Enter the Finance Officer title        Finance and Accounting Officer
         Enter the work section's name          Accounts Payable Section

    Is this site an OPLOC? (Y/N)                N
    Write Block Ticket Report by DUE Date or PCN Order   DUE
```

Ensure that <N> is selected.
This allows cash payments and payment selection.

DDS Interface – cont'd

DDS Interface – cont'd

```
CAPS.EXE                                                    _ □ ×




        Are you interfaced with CONTRACTING? Y/N  Y   Allow BPAs Y/N  N

        Are you interfaced with SRD2? Y/N          Y

        Are you interfaced with DISBURSING? Y/N    Y

        Do you allow cash payments? Y/N            Y

        Do you allow payment selection? Y/N        Y

        Are you interfaced with UPIC? Y/N          N

        Are you interfaced with EDI? Y/N           N


```
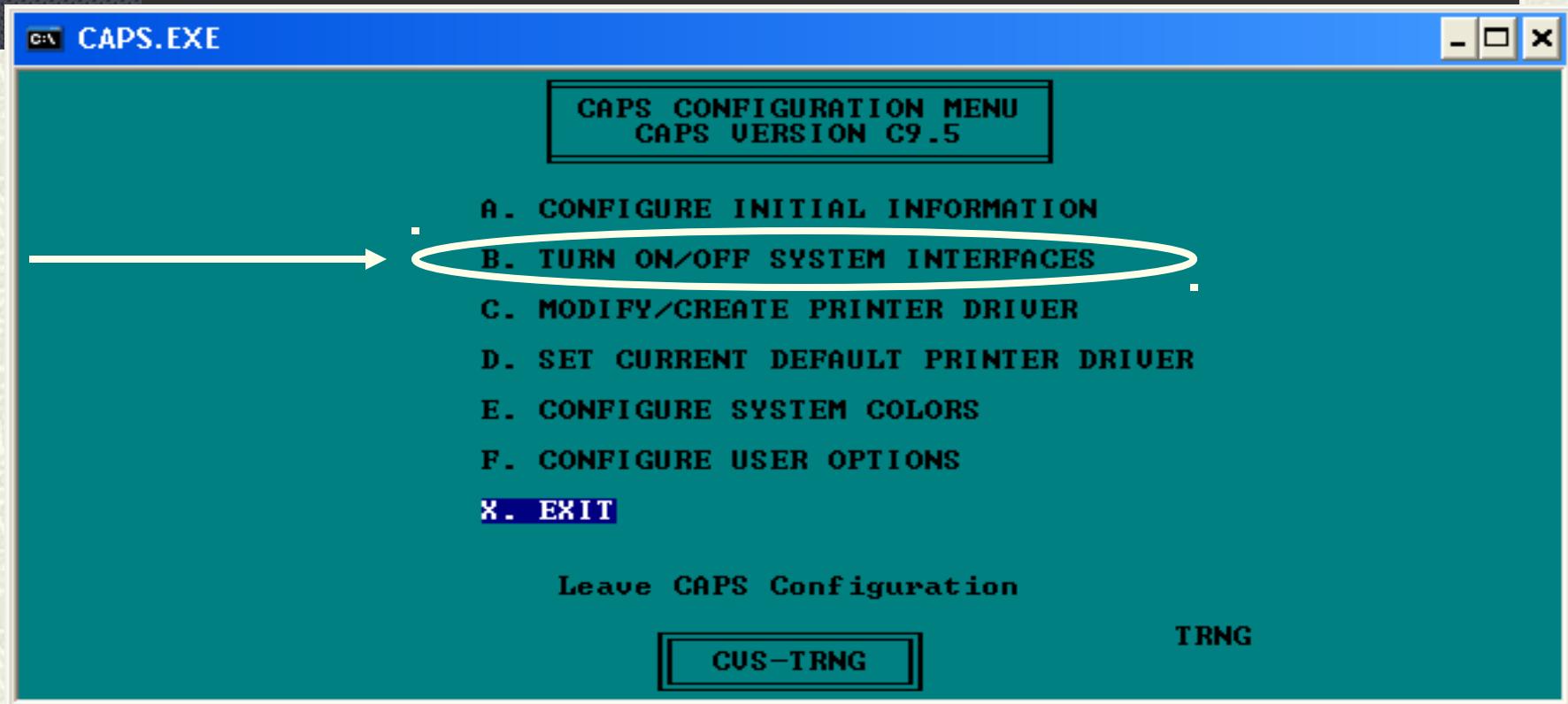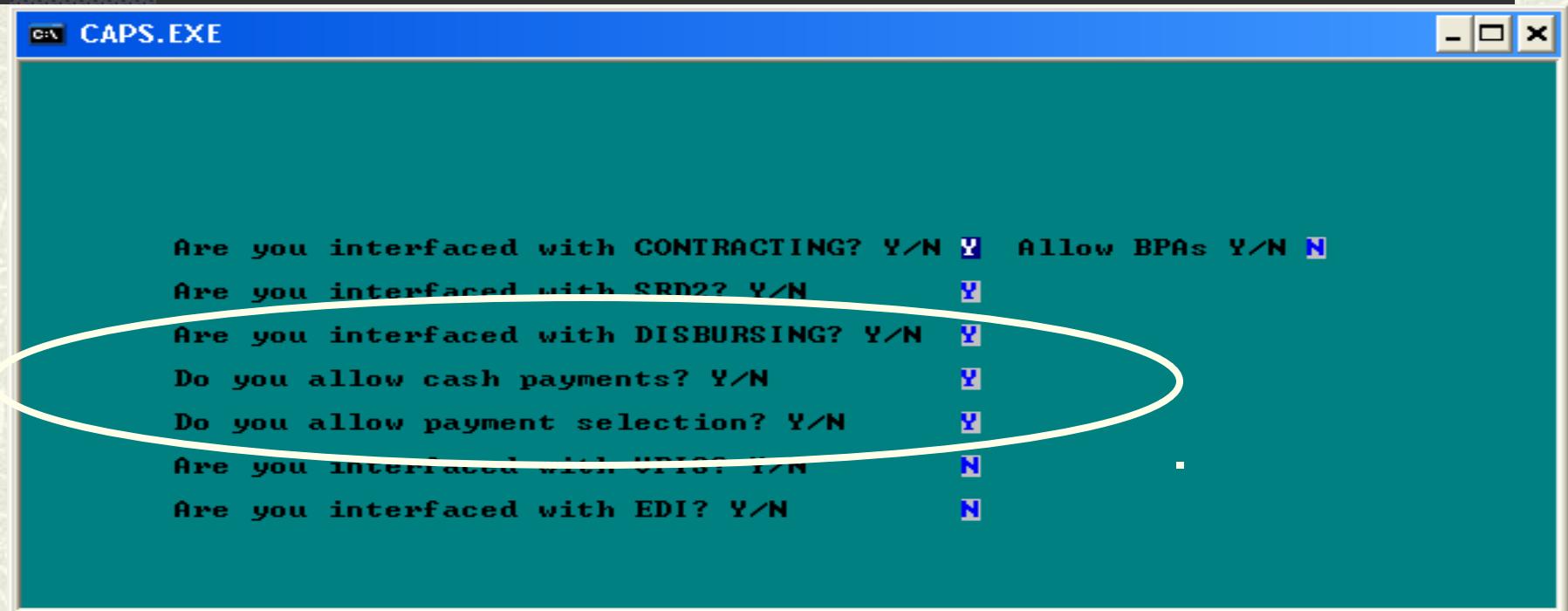
Ensure that "Y" is selected for:

   Interfaced w/ Disbursing

   Allow Cash payments

   Allow payment selection

DDS Interface – cont'd


```
                    COMPUTERIZED ACCOUNTS PAYABLE SYSTEM
                              MAIN MENU


                    A.   DAILY PROCESSING
                    B.   MANAGER FUNCTIONS
                    C.   INTERFACE FUNCTIONS
                    D.   DAILY REPORTS
                    E.   SPECIAL REPORTS
                    F.   ON DEMAND REPORTING
                    G.   BACKUP
                    H.   CAPS CONFIGURATION
                    I.   DATABASE ADMINISTRATION
                    J.   USER ID/PASSWORD MAINTENANCE
                    T.   TAX PROCESSING

                    X.   EXIT.



                                                        TRNG
                    Leave Main Menu                     C:\CAPS
```

DDS Interface – cont'd

DDS Interface – cont'd


```
                    SEND DATA FUNCTIONS MENU

            A. SEND DATA TO DISBURSING.

            B. SEND DATA TO CONTRACTING.

            X. EXIT




                                                    TRNG
            Return to Interface Menu
```

DDS Interface – cont'd

DDS Interface – cont'd


```
                    Do you want to Review/Delete records before
        certification and sending of the Data File to Disbursing?

                    Yes     No     Select     Quit
```

The new feature of v9.5 allows for selection. This is the best way to create the interface file.

DDS Interface – cont'd


```
██ CAPS.EXE                                                    _ □ ✕

              PAYMENT  SUMMARY  SELECTION  LISTING.
                    2  PAYMENTS  ON  UPLOAD.
                    0  PAYMENTS  SELECTED.

         DASAIQ-04-M-1936        1              21800.00  $$
         DASAKU-06-C-8234        1              18000.00  $$




            Press  <ENTER>  to  Process,  Press  ESCape  to  Exit.
      Use  Arrow  Keys  to  scroll,  Page  Up  or  Page  Down  or  AlphaNumeric
                   Keys  to  jump  up  or  down  in  the  List.
      If  you  make  an  Error,  Escape  and  Answer  'N'  at  the  next  screen.
```
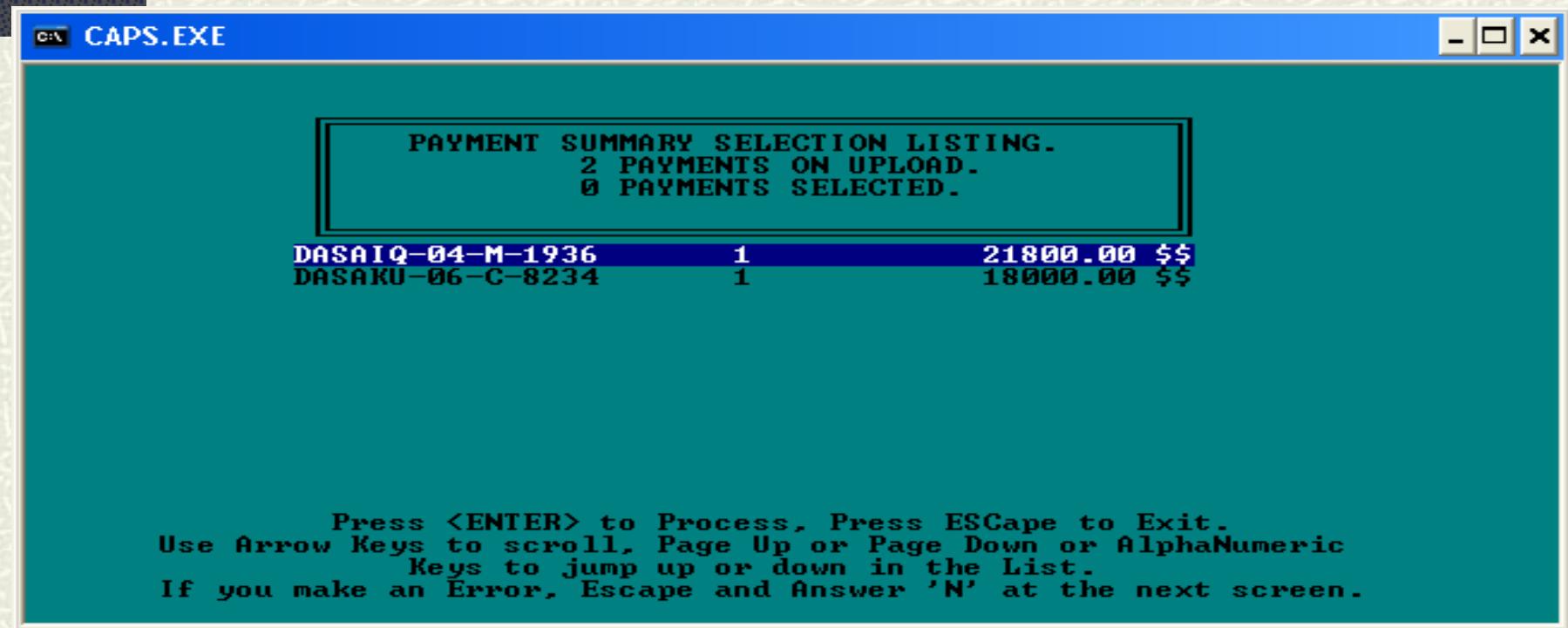
For each payment to be sent, highlight and press enter.

The banner on top will change to reflect the number of payments selected.

Once selected, the payment will disappear from the list.

DDS Interface – cont'd


```
CAPS.EXE                                                    _ □ ×

COUTPUT DBF is the Payment Output File. Select File you wish to Upload
based on the DATE and TIME OF Your REPORT RUN or Select COPY ALL FILES
TO DISKETTE to copy all files for the last seven days.

            Select File to send by Entering the
            Number or letter in the RECORD# column.

 RECORD#       FILE NAME        SIZE      DATE     TIME

    1         COUTPUT1.DBF          67 05/31/08 10:05:02
    2         COUTPUT2.DBF      186497 05/31/08 10:05:04
    3         COUTPUT3.DBF        1877 10/24/08 12:59:30

    A    COPY ALL FILES TO DISK
    X    EXIT WITHOUT COPYING A FILE

 ENTER YOUR SELECTION:    ■
```

When a file is created, it will show that output number, and the date and time it was created. That allows for quick identification of the proper file.

CAPS-C will retain the last 9 Payment Output Files

DDS Interface – cont'd
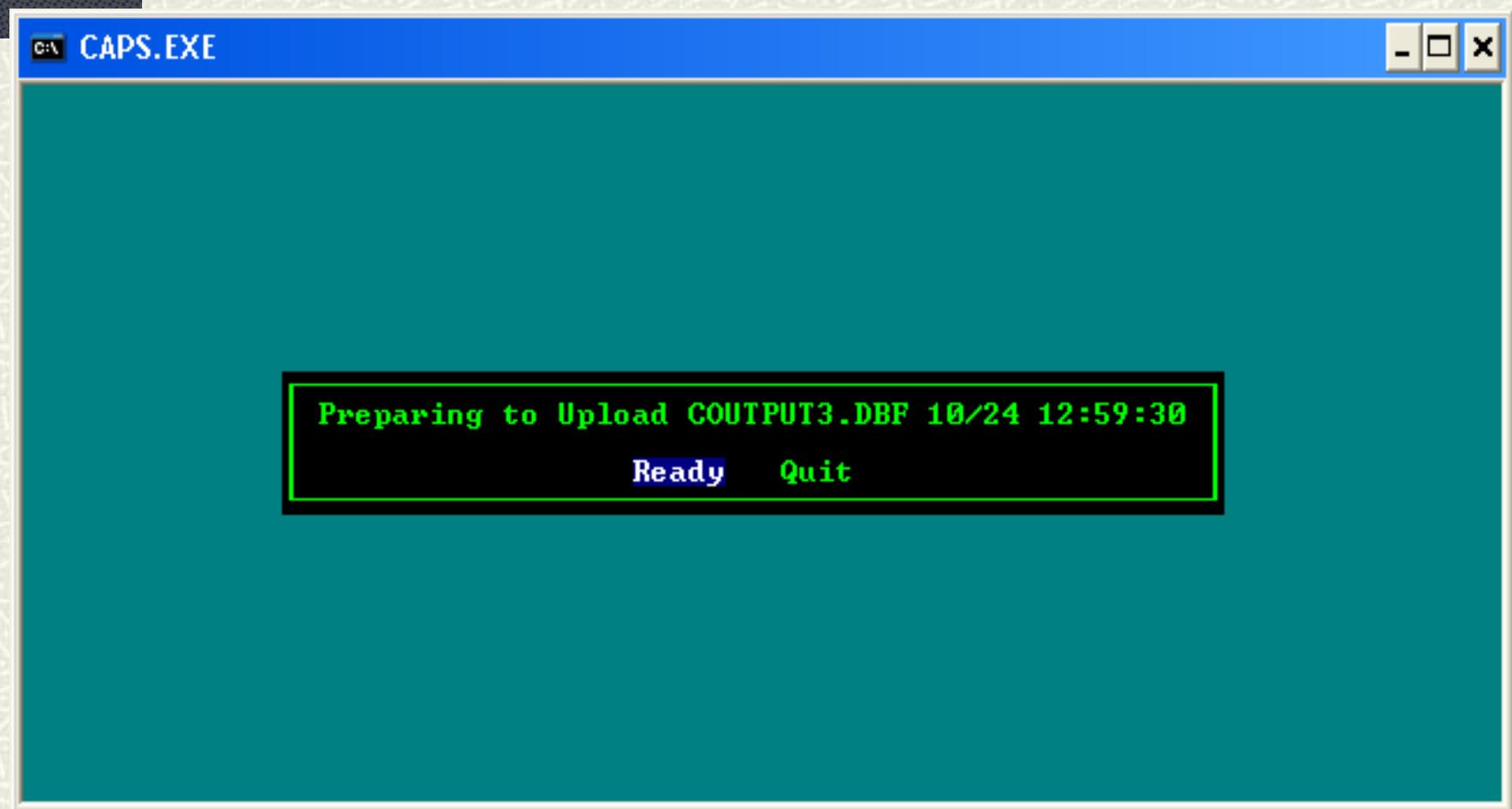
DDS Interface – cont'd
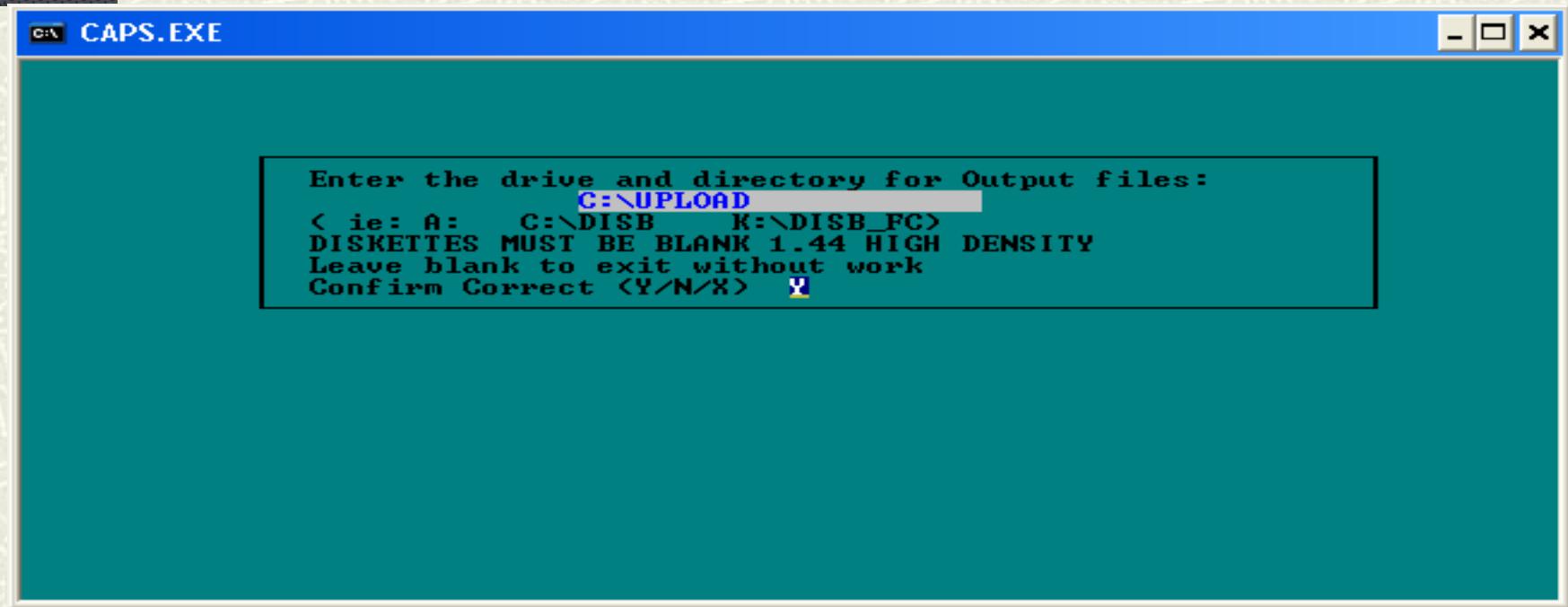
This destination must be entered in manually, and is the choice of the uploader.

For this example, a folder titled Upload was created in C drive. Entered that destination into the computer.

DDS Interface – cont'd

DDS Interface – cont'd


```
DO YOU WANT TO PRINT THE LISTING OF THE UPLOAD DISKETTE(S)?
                        Yes    No
```
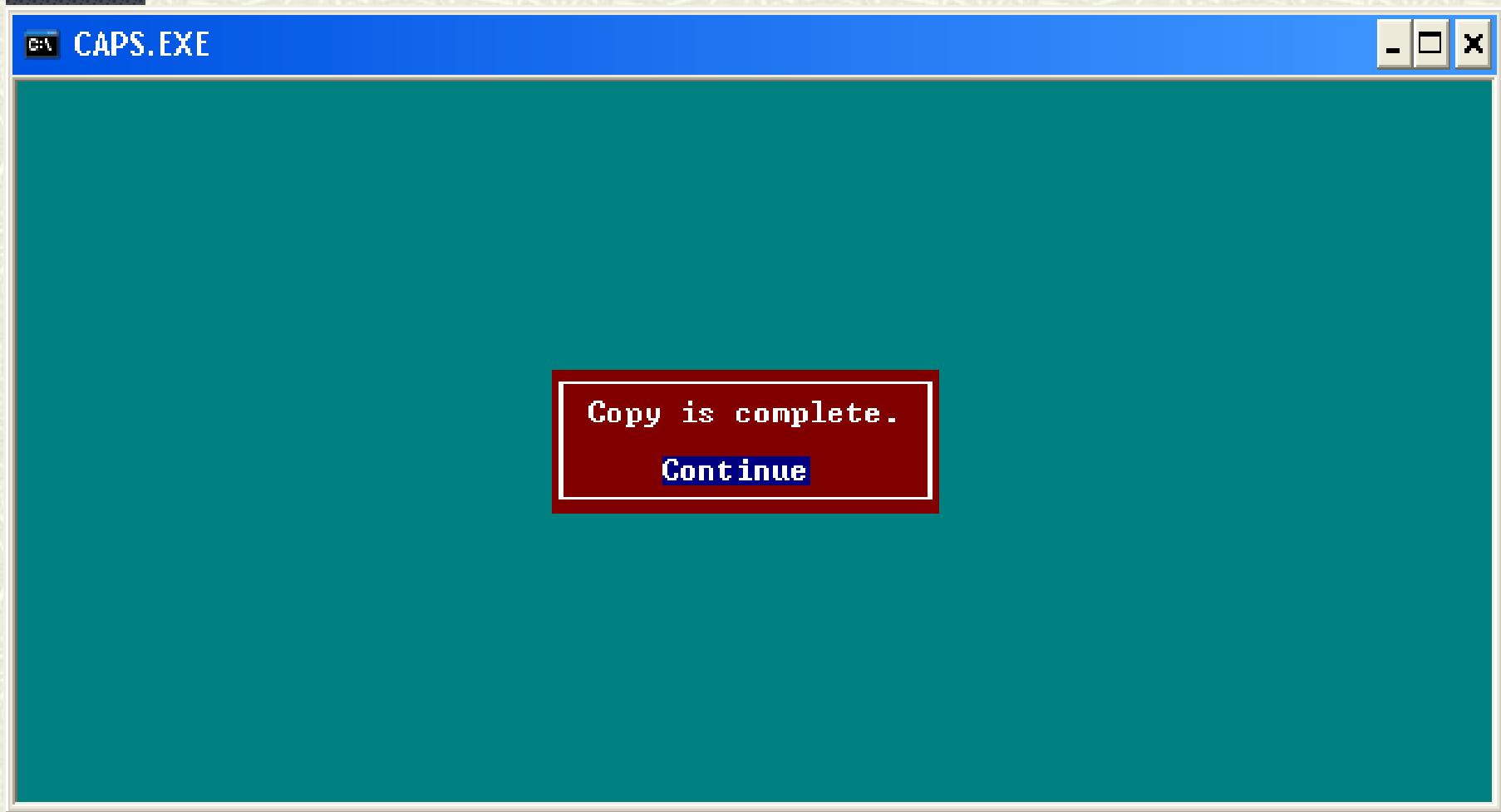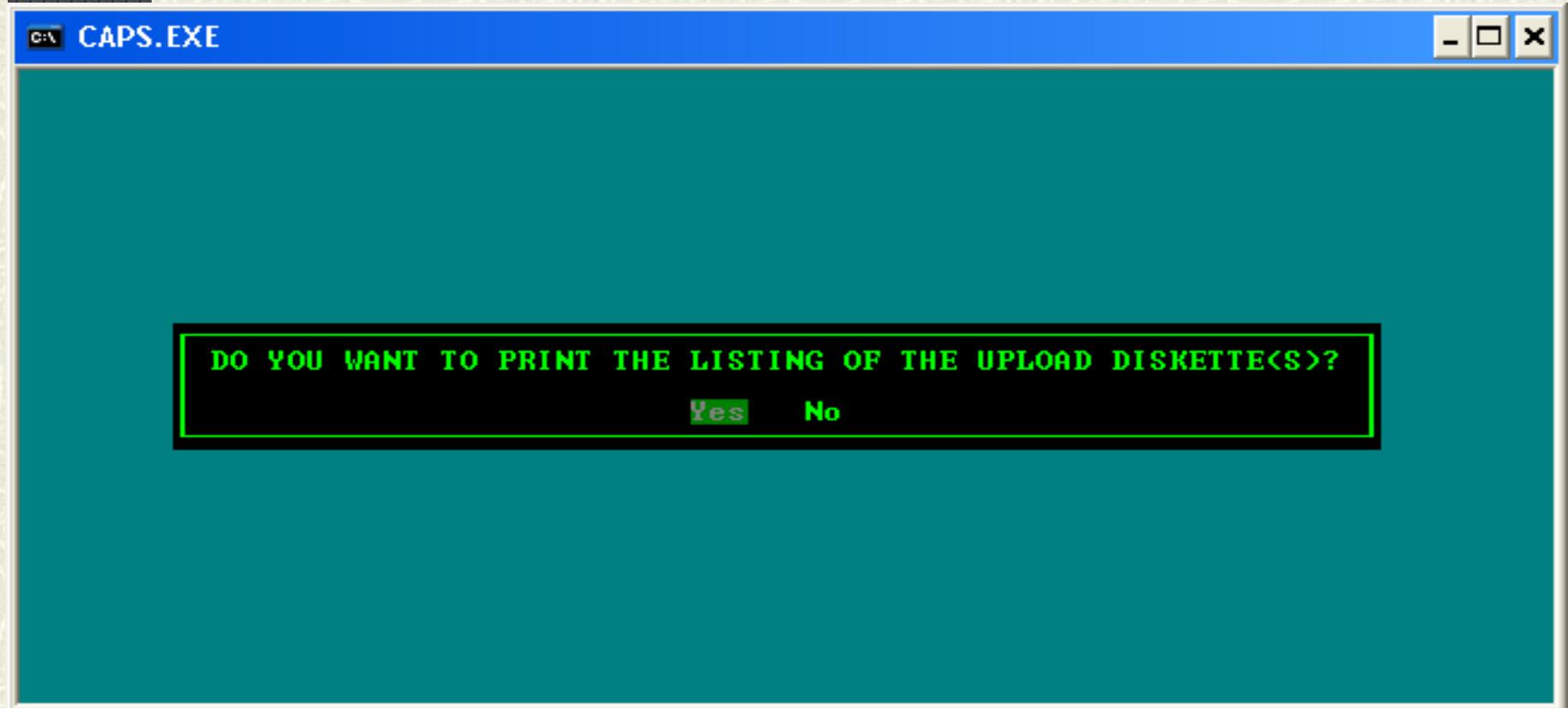
Print the listing, to ensure that desired payments are present on the file, and they match the Disbursing TL and vouchers present.

DDS Interface – cont'd


```
CAPS.EXE                                                    _ □ ×

COUTPUT DBF is the Payment Output File. Select File you wish to Upload
based on the DATE and TIME OF Your REPORT RUN or Select COPY ALL FILES
TO DISKETTE to copy all files for the last seven days.

                 Select File to send by Entering the
                 Number or letter in the RECORD# column.

     RECORD#       FILE NAME         SIZE     DATE      TIME

        1         COUTPUT1.DBF          67 05/31/08 10:05:02
        2         COUTPUT2.DBF      186497 05/31/08 10:05:04
        3         COUTPUT3.DBF        1877 10/24/08 12:59:30

        A    COPY ALL FILES TO DISK
        X    EXIT WITHOUT COPYING A FILE

        ENTER YOUR SELECTION:    ■
```

Once the file has been created, the system will return to this screen.

DDS Interface – cont'd
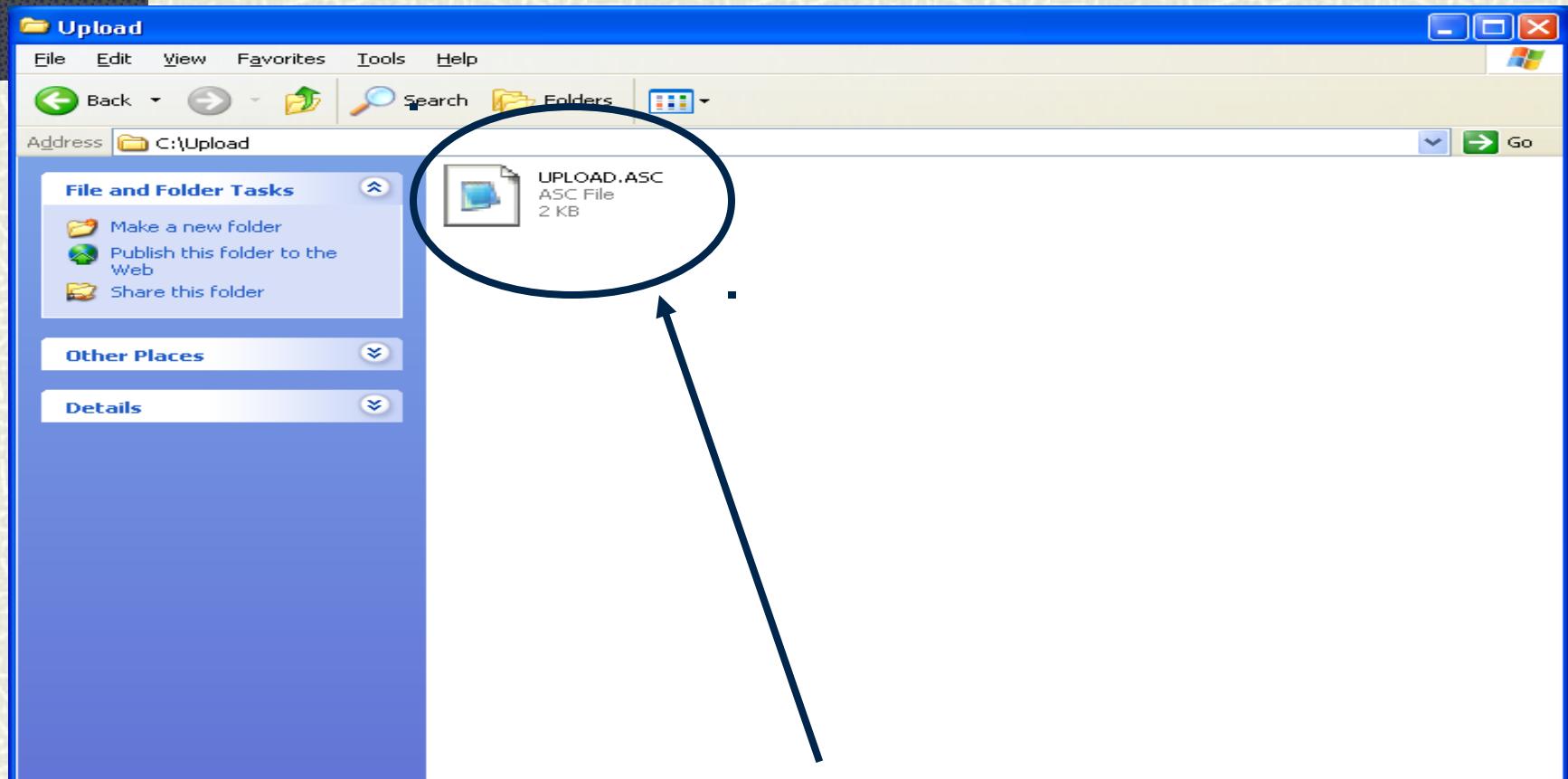
CAPS-C creates this file; UPLOAD.ASC. This file needs to be sent to Disbursing. Disbursing will then input into DDS and load into ITS.gov.

Module 11

Receive and Process the Download File from the DDS Interface

DDS Interface – Receive Data

- Once Disbursing has made the payments, they will send a download file back to CVS.

- The download file will contain all the DOV's, payment dates, and any check or trace numbers.

- Processing the download file will ensure all payment data is posted to keep the BRC updated.

DDS Interface – Receive Data
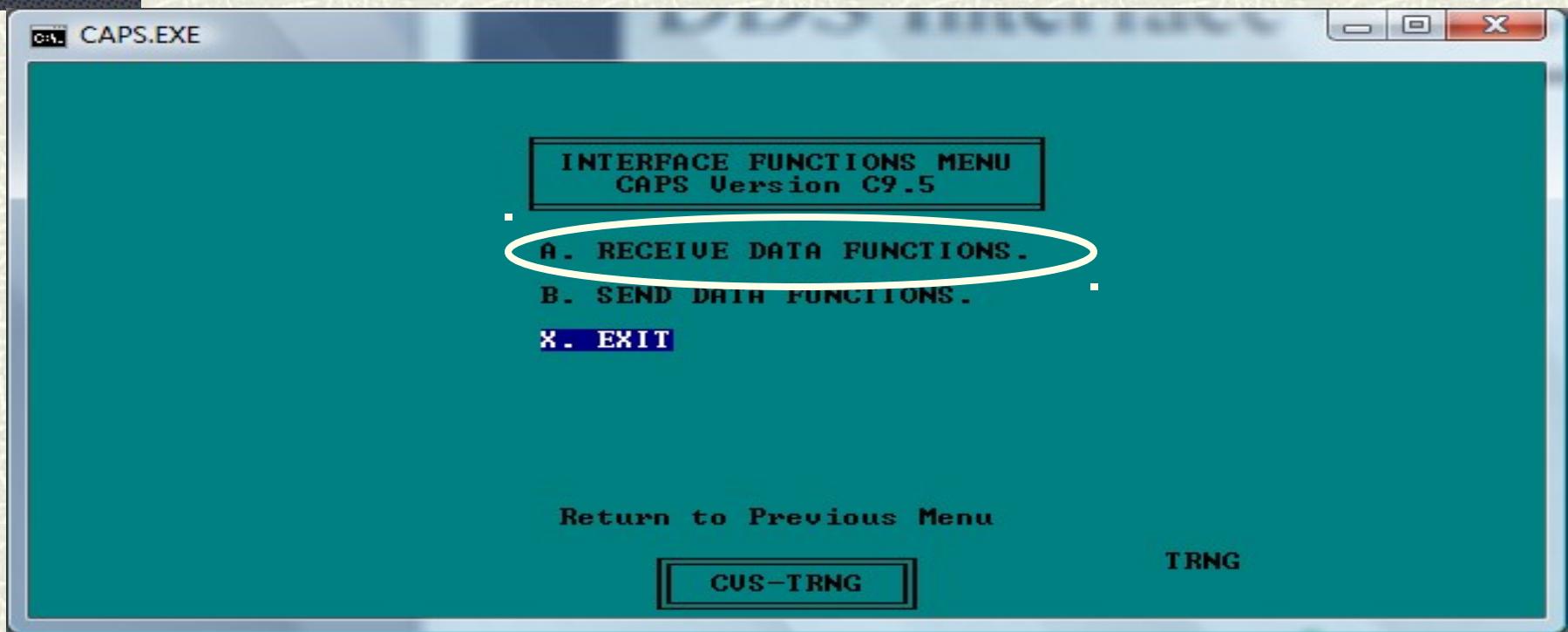
-Copy the Download.DAT file directly to the C: Drive.

-Under the Interface Functions Menu, Select Receive Data Functions.

DDS Interface – Receive Data
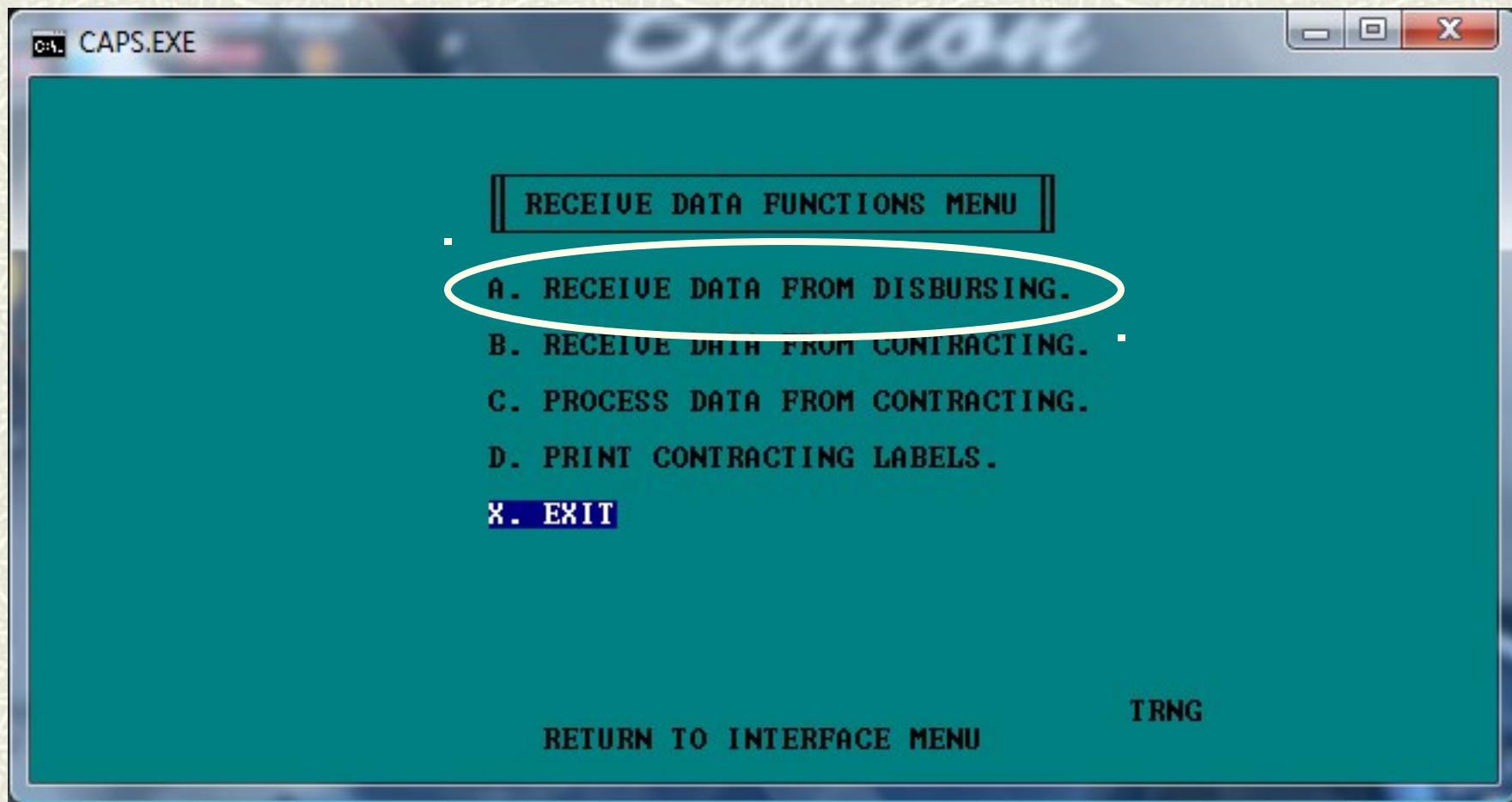
DDS Interface – Receive Data
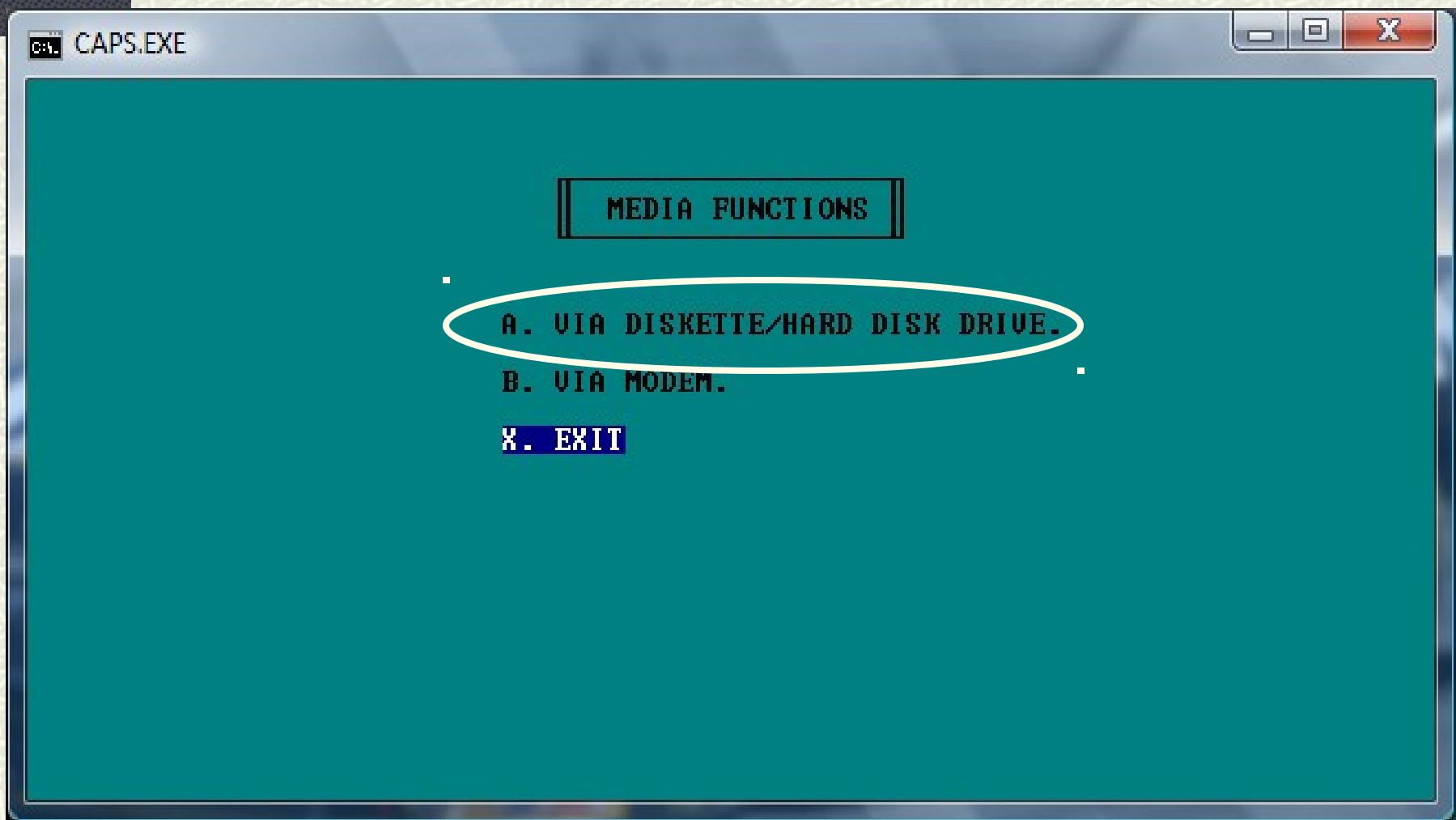
DDS Interface – Receive Data
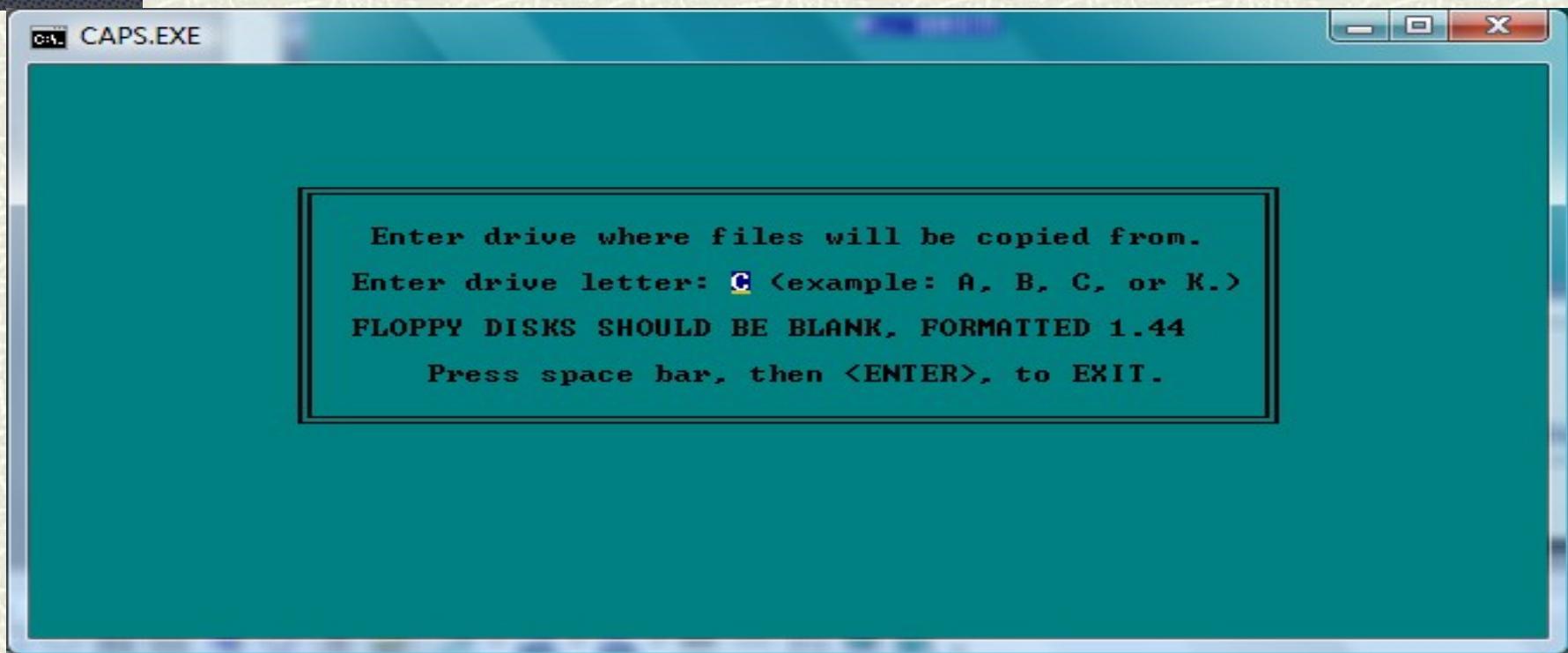
-Enter the Drive Letter where you copied the Download.DAT file.

- You should have put it on the C: Drive

DDS Interface – Receive Data

- Once the download has run, you will receive a Message that says <Download was Successful>.
- -Move the download file to a folder where the download files are stored.
- -Rename the file to ensure that you can identify which date that specific file is, without it being copied over by a new file (i.e. Download091228.Dat).
- -Query some of the payments included on the download file to verify that the DOVs successfully posted.

Module 12

EFT Rejects

EFT Rejects

- Once Disbursing has made a payment to a foreign bank, it could take up to 2-3 weeks to receive the reject back.

- Disbursing will receive an EFT reject report. The report will list the reason the payment rejected.

- They will then process a Cash Collection Voucher (CCV) for the amount of the payment.

EFT Rejects – cont'd

- Disbursing will forward a copy of the CCV to the CVS office.

- Once you receive the CCV, annotate the manual BRC that the payment rejected.

- Contact the vendor and obtain the correct EFT information.

- Prepare a manual SF 1034. Annotate the new payment on the BRC and the reason for it. Attach a copy of the original payment, the CCV, and the EFT reject report.

- Forward to Disbursing for payment. Because this will be processed as a manual payment, it is not possible to send this payment via Interface.

Module 13

TD Form 1099-MISC

Tax Table Maintenance and File Production

1099 Tax Records

- As earlier stated, some vendors that have contracts with military forces may still incur taxable income.

- If a company is primarily based in the U.S., regardless of where their sub-office is, they must still report taxable wages.

- Contracting is responsible for providing the correct information. Ensure they are aware of the requirements.

1099 Tax Records

- The tax year consists of all contracts paid between 1 Jan – 31 Dec of every year.

- The report must be ran between 1-5 Jan.

- The report must be emailed by cut-off of 6 Jan.

- The person responsible for producing the tax files must be given specific access to Tax Processing

1099 Tax Records – Table Maintenace

1099 Tax Records – Table Maintenace

1099 Tax Records – Table Maintenace

1099 Tax Records – Table Maintenace

1099 Tax Records – Table Maintenace

- Review the amount indicator and corporate status for each listed contract payment.
  - If they are correct, no corrections need to be made.
  - If they are not correct, then corrections must be made.

- Review each contract number to verify if the payment was made for a product or service.
  - If a service, the payment remains on the tax file.
  - If for a product, the payment should be deleted from the tax table.

1099 Tax Records – Printing

COMPUTERIZED ACCOUNTS PAYABLE SYSTEM
MAIN MENU

A. DAILY PROCESSING
B. MANAGER FUNCTIONS
C. INTERFACE FUNCTIONS
D. DAILY REPORTS
E. SPECIAL REPORTS
F. ON DEMAND REPORTING
G. BACKUP
H. CAPS CONFIGURATION
I. DATABASE ADMINISTRATION
J. USER ID/PASSWORD MAINTENANCE
T. TAX PROCESSING

X. EXIT.

Leave Main Menu

TRNG
C:\CAPS

1099 Tax Records – Printing


```
CAPS.EXE                                          _ □ ×

                    ┌─────────────────────┐
                    ║  CAPS TAX RECORDS   ║
                    ║     WORK MENU       ║
                    └─────────────────────┘


        A. TAX TABLE MAINTENANCE.
        B. LIST OF TAX RECORDS W/ AMT IND C.
        C. CONTRACTS W/ DOVs NOT POSTED IN TAX TABLE.
        D. RECONCILE TAX INFORMATION.
        E. PRODUCE ANNUAL TAX DATA.
        F. 941 TAX DATA.
        G. REPRINT PREVIOUS REPORT.
        X. EXIT




                                                    TRNG
                RETURN TO CAPS MAIN MENU
```

1099 Tax Records – Printing

CAPS.EXE

ANNUAL REPORTING OPTIONS

A. PRODUCE VENDOR/TAXID CHECKLIST
B. CHECK FOR INVALID TAX INFORMATION
C. PRODUCE LISTING OF ANNUAL TAX DATA
D. GENERATE IRS DATA TO MAGNETIC MEDIA
   (diskettes only at this time)
E. PRINT/DELETE ERROR LISTING
F. RECREATE IRS DISKETTE
X. EXIT

IMPORTANT
POST DOV's, RECONCILE TAX INFORMATION, DO OPTIONS A AND B, AND MAKE CORRECTIONS, BEFORE CHOOSING OPTION D.

CVS-TRNG

1099 Tax Records – Printing

- Run option <A>to produce vendor/taxID checklist.
  - Ensure vendor's name is spelled correctly
  - Vendor does not have different CORP status or TAXID
  - TAXID is entered in the proper format
  - CORP Status of A or B must have TAXID

- Run option <B> to check for invalid tax information.
  - Correct as necessary

- Run option <C> to produce listing.
  - Report will roll all payments made to the same vendor by TAXID.
  - Each vendor record will have the following category listed:
    - Required, Not Required, Verify
    - All records listed as verify must be researched
    - Only tax records marked required should be submitted to DFAS-CO tax office.

1099 Tax Records – Printing
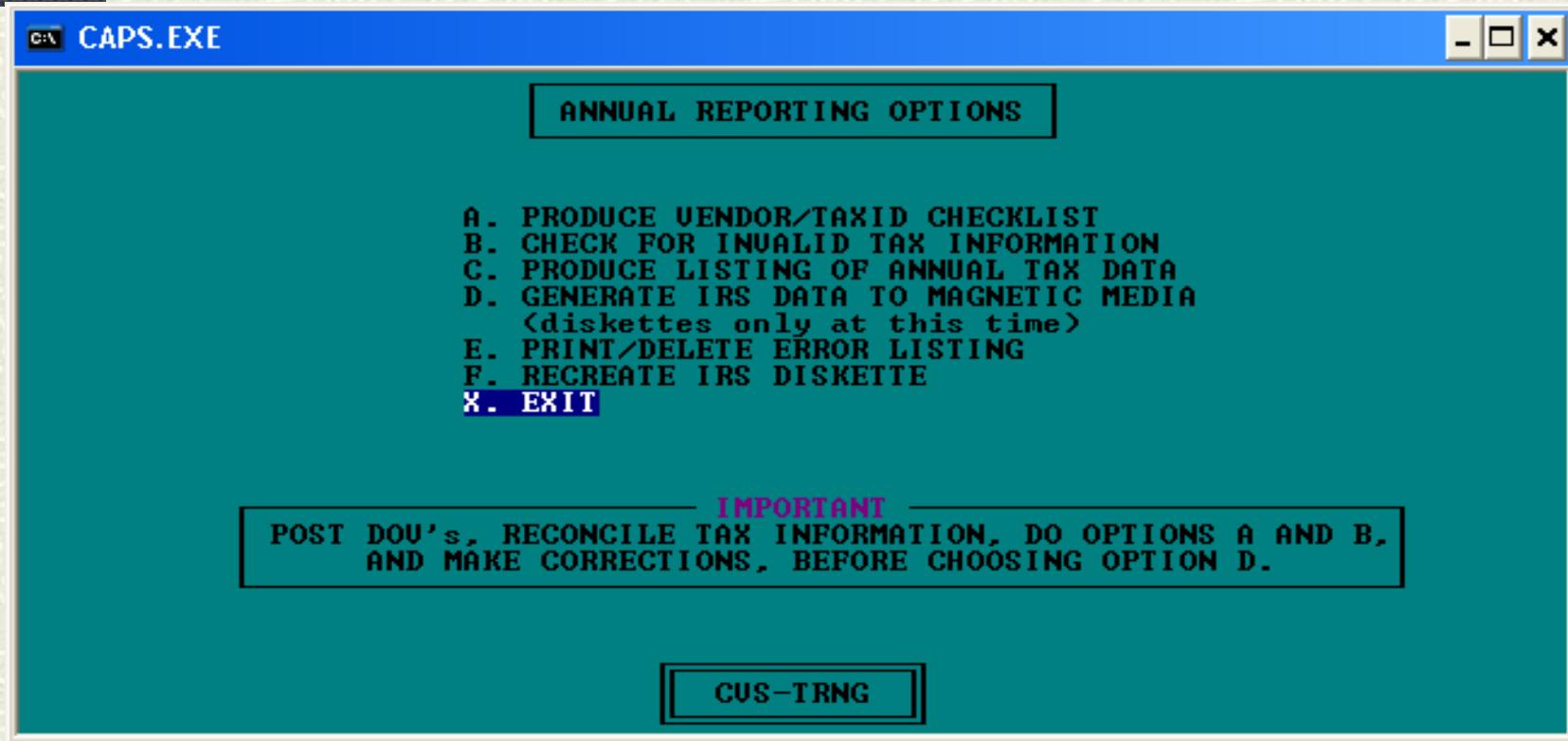
Prior to generating the IRS data file, ensure a Back-up is done!

1099 Tax Records – Printing
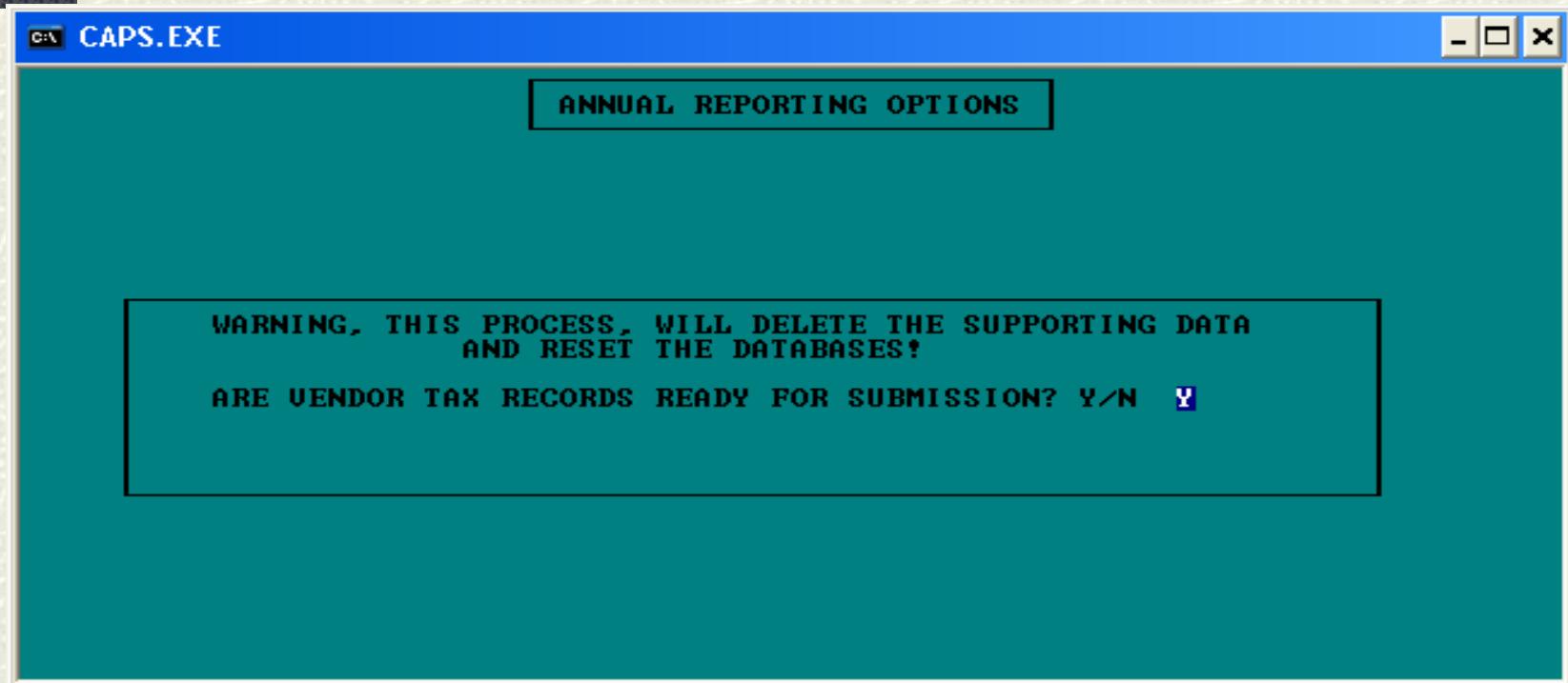
Answering <Y> will delete the supporting data and reset the database!

1099 Tax Records – Printing
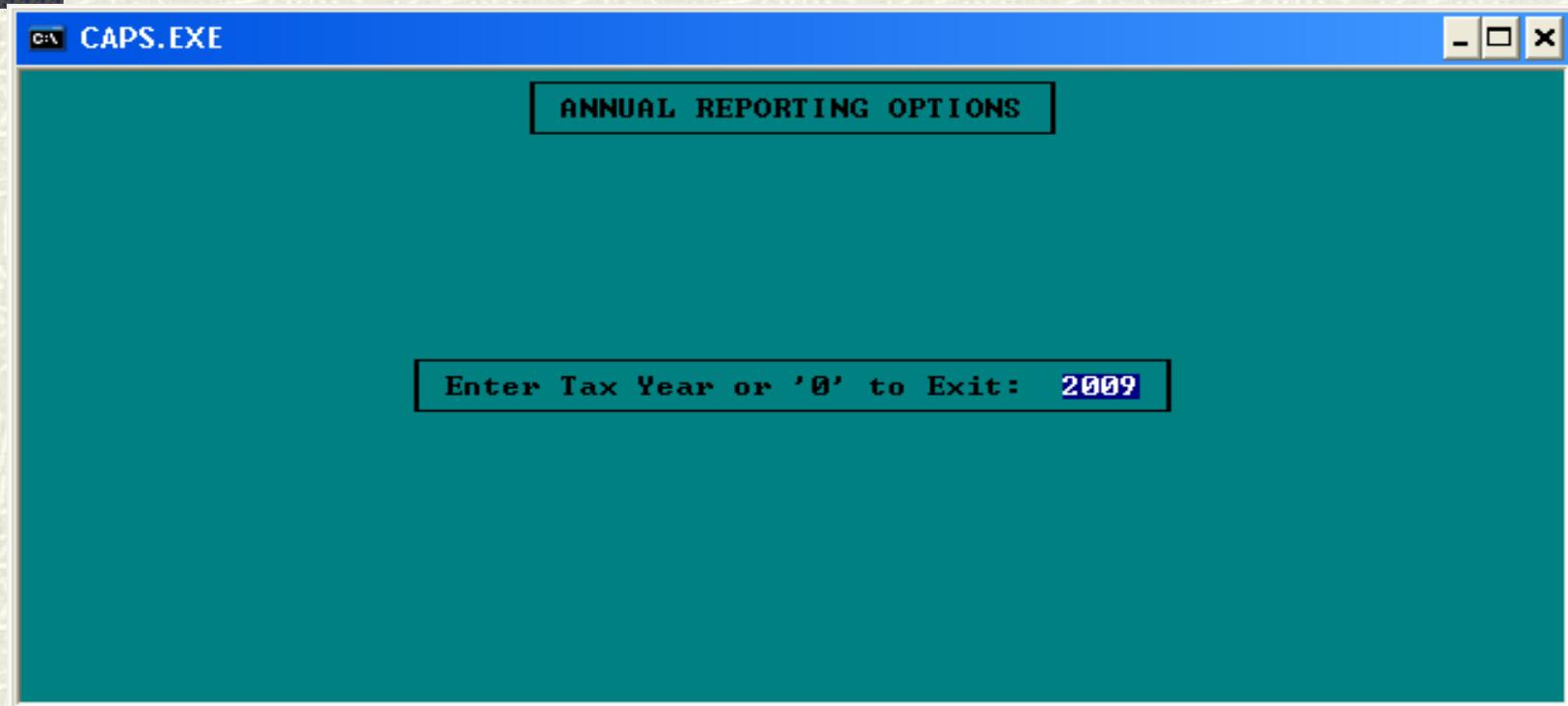
Enter the year of the Tax Year being ran.

1099 Tax Records – Printing

To obtain this, contact the IRS at 1-866-455-7438, Option 3

1099 Tax Records – Printing

Input Transmittal Code again to verify.

1099 Tax Records – Printing


```
Please Enter the Email
Address of the Site POC
KRISTOPHER.FOWLER@DFAS.MIL
```
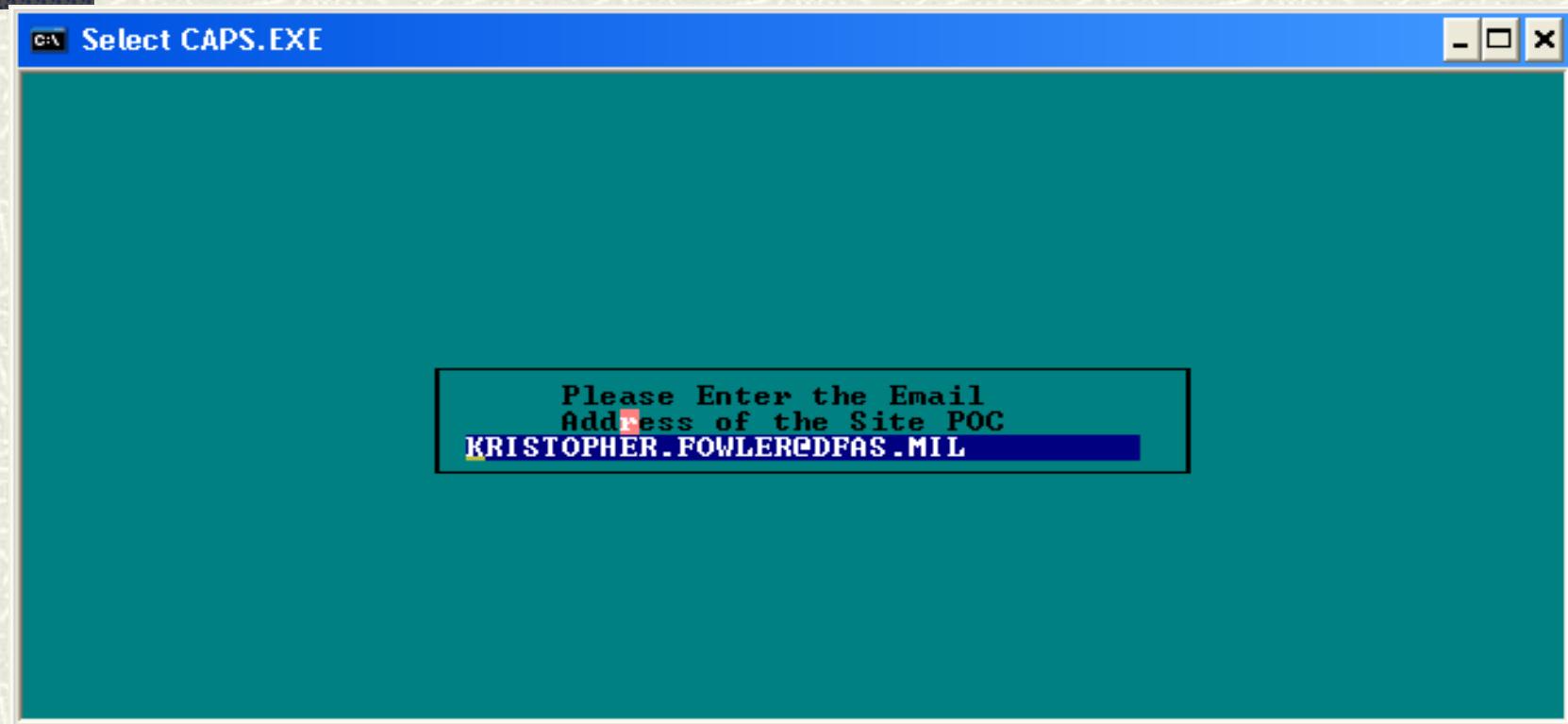
Enter POC email

1099 Tax Records – Printing

- Enter either <Y or N> when asked if this is the final year for site submission.

- Insert blank CD when prompted to do so.

- The file IRSTAX.001 will be created.

- Copy this file to disk.

1099 Tax Records – Printing

- The file must be emailed to the DFAS Tax Office POCs.
- Emails must be digitally signed and encrypted.
- Send files to:
  - Lisa.temple@dfas.mil
  - Dorene.ricci@dfas.mil
  - Gayla.vincent@dfas.mil
- Email must include site name, Pay system name (CAPS-C), and count of 1099s in the "C" record.